



THE CITY OF FROSTBURG

Mayor and Council Meeting Agenda

Tuesday, May 20, 2025 at 5:30 PM

Frostburg Municipal Center Meeting Room 100
37 S. Broadway, Frostburg, MD 21532

Mayor Todd J. Logsdon

Donald L. Carter, Jr., Commissioner of Finance

Nina Forsythe, Commissioner of Water, Parks and Recreation

Kevin G. Grove, Commissioner of Public Safety

Adam Ritchey, Commissioner of Public Works

1. Call to Order

2. Pledge of Allegiance

3. Frostburg Blessing

4. Roll Call

5. Approval of the Agenda

6. Approval of the Minutes

A. Minutes from the April Council Meeting.

Motion and Second to Approve the Minutes for the April Council Meeting.

7. Mayor and Commissioners Reports and Announcements

A. Monthly Reports of the City Departments.

Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council.

8. Public Hearings

A. Combined Sewer Overflow Monthly Public Hearing

B. **Ordinance 2025-01** Fiscal Year 2026 Operating Budget and Schedule of Municipal Fees.

C. **Ordinance 2025-02** An Ordinance to Repeal and Reenact with Amendment sections of the City Code pertaining to the City's Leak Adjustment Policy, for the purpose of establishing a leak protection program.

D. **Ordinance 2025-03** An Ordinance to Renumber and Enact a new section of City Code for the purpose of establishing a tax credit for members of Frostburg Fire Department No.1.

9. Old Business

A. Ordinance 2025-01 Operating Budget and Municipal Fees.

Motion and Second to Approve the Ordinance on Second Reading; PUBLIC COMMENT; Vote of the Mayor and City Council

B. Ordinance 2025-02 Leak Protection Program.

Motion and Second to Approve the Ordinance on Second Reading; PUBLIC COMMENT; Vote of the Mayor and City Council.

C. Ordinance 2025-03 Real Estate Tax Credit.

Motion and Second to Approve the Ordinance on Second Reading; PUBLIC COMMENT; Vote of the Mayor and City Council.

10. New Business

A. Ordinance 2025-04 An Ordinance to Amend Section 7-4(f) of the City Code to Clarify That the Mayor and Council Have Final Authority to Approve or Deny Commercial Rehabilitation Tax Credit Applications. *Bethany Fife, Director of Community Development.*

Motion and Second to Approve the Ordinance on First Reading, and set the June 17, 2025 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

B. Ordinance 2025-05 An Ordinance to Repeal and Re-Enact the Rental Housing Ordinance (Appendix D) With Amendments. *Bethany Fife, Director of Community Development.*

Motion and Second to Approve the Ordinance on First Reading, and set the June 17, 2025 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

C. Resolution 2025-17 Reappoint Maureen Brewer to the Historic District Commission. *Bethany Fife, Director of Community Development.*

Motion and Second to Approve Resolution 2025-17; PUBLIC COMMENT; Vote of the Mayor and City Council.

D. Resolution 2025-18 Approve Annual Maryland Department of Planning Report. *Bethany Fife, Director of Community Development.*

Motion and Second to Approve Resolution 2025-18; PUBLIC COMMENT; Vote of the Mayor and City Council.

E. Resolution 2025-19 Approve a Temporary Repeal of the Open Container Law for the 2025 Derby Day Event. *Nick Costello, Chief of Police.*

Motion and Second to Approve Resolution 2025-19; PUBLIC COMMENT; Vote of the Mayor and City Council.

F. Resolution 2025-20 Approve a Contract with Briarside Contracting for the Demolition of 84–88 East Main Street and Authorize the Use of Emergency Procurement. *Hayden Lindsey, Director of Public Works.*

Motion and Second to Approve Resolution 2025-20 PUBLIC COMMENT; Vote of the Mayor and City Council.

G. Resolution 2025-21 Authorize Agreement with Property Owners of 84–88 East Main Street. *Hayden Lindsey, Director of Public Works.*

Motion and Second to Approve Resolution 2025-21; PUBLIC COMMENT; Vote of the Mayor and City Council.

H. Resolution 2025-22 Authorize a Letter of Intent for the Development of the Center Street Project to be signed. *Hayden Lindsey, Director of Public Works.*

Motion and Second to Approve Resolution 2025-22; PUBLIC COMMENT; Vote of the Mayor and City Council.

I. Resolution 2025-23 Establish Minimum Service Requirement to Qualify for Retiree Health Insurance Benefits. *Elaine Jones, CPA, Director of Finance.*

Motion and Second to Approve Resolution 2025-23; PUBLIC COMMENT; Vote of the Mayor and City Council.

J. **Resolution 2025-24** Approve a Contract with SB & Company, LLC for Professional Auditing Services. *Elaine Jones, CPA, Director of Finance.*

Motion and Second to Approve Resolution 2025-24; PUBLIC COMMENT; Vote of the Mayor and City Council.

11. Open Public Comment

12. Adjournment



THE CITY OF FROSTBURG

Mayor and Council Meeting Minutes

Tuesday, April 15, 2025 at 5:30 PM

Frostburg Municipal Center Meeting Room 100
37 S. Broadway, Frostburg, MD 21532

Mayor Todd J. Logsdon

Donald L. Carter, Jr., Commissioner of Finance

Nina Forsythe, Commissioner of Water, Parks and Recreation

Kevin G. Grove, Commissioner of Public Safety

Adam Ritchey, Commissioner of Public Works

1. Call to Order

2. Pledge of Allegiance

3. Frostburg Blessing

4. Roll Call

PRESENT

Mayor Todd Logsdon

Commissioner of Public Safety Kevin Grove

Commissioner of Water, Parks and Recreation Nina Forsythe

Commissioner of Public Works Adam Ritchey

ABSENT

Commissioner of Finance Donald Carter

5. Approval of the Agenda

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion carried

6. Approval of the Minutes

A. Minutes from the March Council Meeting.

Motion and Second to Approve the Minutes for the March Council Meeting.

Motion made by Commissioner of Public Safety Grove, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion carried.

B. Summary and Minutes from the Closed Session Meeting on April 8, 2025.

Motion and Second to Approve Closed Session Summary and Meeting Minutes.

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion carried.

7. Special Presentations and Requests

A. Arbor Day Proclamation

Mayor Logsdon reported first celebrated in 1872 to be celebrated in the City Monday April 21, 2025 at 2:00 pm at Glendening Park.

8. Mayor and Commissioners Reports and Announcements

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Public Safety Grove.

Motion Carried

A. Monthly Reports of the City Departments.

Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council.

9. Public Hearings

A. Combined Sewer Overflow Monthly Public Hearing

Hayden Lindsey reported 5 phases

Phase 10A-Area of Mt. Ridge will continue into fall

Center Street-N Grant Street-will begin when FSU students leave

Phase 10B-Sleeman Street, Washington Street, McCulloh Street-Bids in May to begin in fall and continue through summer 2026.

10. Old Business

11. New Business

A. Ordinance 2025-01 Fiscal Year 2026 Operating Budget and Schedule of Municipal Fees. Elaine Jones, CPA, Director of Finance.

Motion and Second to Approve the Ordinance on First Reading, and set the May 20, 2025 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion Carried.

Public Comment: Deirdre Robertson is the executive director of Frostburg First and would like to address the work session meeting. Concerns were staff was readily unavailable never meet only in City Place piggy back off other events and need to focus on businesses. Three staff members work in office and have mixed hours always available by email listed on door and in a voice message. Have the Downtown Frostburg website calendar list of events. Deirdre does Grants for Frostburg First which keeps her tied to the office and Dana does photography and social media. Sole focus on businesses revitalize economic level to benefit businesses. This is the 15th year for the Arts Walk.

Clory Jackson-75 Victoria Lane is the President of Frostburg First that represent 25 businesses. Three seats open for board of directors and their board represents community, City Council, FSU and two business owners

Joe Hoffman Standish Street was a representative of FSU twenty years ago on a very limited budget.

Hannah Ehlman has a handmade jewelry business had a great experience located in the Gunter Hotel for the Arts Walk. Probably record sale last year and totally supports Frostburg First.

Gerry LaFemina-209 W. Mechanic Street was a former President Frostburg First. Hired Deirdre and always make events in the downtown a great experience.

Kenny Moore lived at 214 Delano Ave. and moved to Garrett County children had went to Beall High School. Chooses to shop Frostburg because of the great community and acceptance

Donnell Keech of Cumberland always comes to Frostburg to purchase books at Main street Books and has several meeting in Clatter and Mt. City Creamery. Whenever she has client that need to stay over she will have them stay at The Hotel Gunter and have them have a beverage at Dig Deep.

Sarah Prammawat owns a business Café Oasis in the Frostburg Plaza and is now has a location on Main Street under the Main Street Pub called The Lunchbox and is so happy she is able to participate in several events.

Carmen Jackson is grateful for events that keep her daughter bringing her grandchildren back to participate in and gives her more opportunity to see her grandchildren.

- B. Ordinance 2025-02** An Ordinance to Repeal and Reenact with Amendment sections of the City Code pertaining to the City's Leak Adjustment Policy, for the purpose of establishing a leak protection program. Elaine Jones, CPA, Director of Finance.

Motion and Second to Approve the Ordinance on First Reading, and set the May 20, 2025 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

- C. Ordinance 2025-03** An Ordinance to Renumber and Enact a new section of City Code for the purpose of establishing a tax credit for members of Frostburg Fire Department, No.1. Elaine Jones, CPA, Director of Finance.

Motion and Second to Approve the Ordinance on First Reading, and set the May 20, 2025 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Safety Grove, Seconded by Commissioner of Public Works Ritchey.

Mayor Todd Logsdon abstain from vote being a member of the fire company.

Motion carried.

- D. Resolution 2025-15** Declare Street Department 2011 Chevy Truck Surplus. Hayden Lindsey, Acting City Administrator.

Motion and Second to Approve Resolution 2025-15; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion carried.

- E. Resolution 2025-16** Temporary Repeal of the Open Container Law for the FrostburgFirst Spring Arts Walk on Saturday, April 26, 2025. Chief Nick Costello.

Motion and Second to Approve Resolution 2025-16; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion carried

12. Open Public Comment

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion Carried.

Melanie Moore 06:44 PM-CES Events at Frostburg State University-Frostburg First helps funding programming and workshops and lectures and food related events. On their web page a public comment reported asset to the community and World Class Performances.

Clory Jackson-6:47 PM-Frostburg First is national statewide program accreditation and the public thanks Frostburg First staff- and funding has been ten fold of which its all poured back in.

Carmen Jackson-06:54 Road (hill) that goes from Sheetz to the Plaza would be beneficial for two way traffic and would help traffic and students that walk. Road privately owned and city can contact but is a SHA improvement project.

Kelli Mears-06:49 59 Linden Street, herself and her partner chose Frostburg because of Frostburg first and they deserve funding.. Resources and people disappearing, demand s by highest court dismissed by executive decision. Frostburg First is a welcoming manner for Frostburg.

Gerry LaFemina-0659 cannot say enough about the events in Frostburg. They had an Art Event and hats off to Brian Vought who was just a great help with everything along with Chief Costello.

13. Adjournment

Mayor Todd Logsdon adjourned meeting @ 07:00 PM

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion Carried

Mayor Todd J. Logsdon

Lydia Claar, Acting Deputy City Administrator

City of Frostburg
Monthly Reports



For the month of April 2025
Reports from the Departments of:

Community Development
Finance
Parks and Recreation
Street
Water
Police

CITY OF FROSTBURG

Monthly Report: Community Development Department

For the Month of: April 2025

Submitted by: Bethany Fife, Director of Community Development; Jamie Klink, Planner; Mary Gracie, Rental Housing Program Coordinator; Jay Hovatter, Code Enforcement Officer

Permits

Please see attached permit report.

Rental Housing

- Processed Rental Licenses, MDE Lead Certificates, and Owner's Agent Certification Forms. Currently, approximately 95% of rental properties have renewed their Rental License.
- RH Coordinator assisted property owners with general zoning inquiries.
- Working on emailing copies of rental license and receipts for 2025 to property owners.
- Spoke with several tenants due to tenant landlord issues and referred tenants to Tenant/Landlord helpline with successful help for issues for tenants. Also handled issues through emails to tenants and landlords with great success.
- Owner and Agent information was provided to the Frostburg Police Department when requested. Updated spreadsheet sent to both Police Department and Fire Department
- Mailing address and email addresses updates were made for property owners who needed them.
- Updating IWORQ and Rental Housing Spreadsheet in reference to tri- yearly inspections.
- Sent several emails to owners in reference to completing owner's agent form and providing a copy of their driver's license
- Newly owner-occupied properties have been updated from rental status. responsibilities.
- Attended monthly Landlord Tenant Meeting HRDC
- New rental properties brought into program and property owners and provided RH welcoming materials.
- Owner and Agent list was provided to citizens who requested assistance with housing in Frostburg.
- Combined effort for compliance was made with Code Enforcement with non-compliant properties.

- Confirmation of outstanding registration issues were given by RH and CE per our Finance Department's request.
- All owners were sent emails to request a copy of the most current lead licenses for their rental properties
- I WORQ Training reference to revamp and updating system of rental housing.
- Sent citations to owners that have not registered properties.
- Posted written citations on properties that were returned undeliverable to Rental Housing Program.

Code Enforcement

- Detailed code enforcement action reports are attached. Please note that the Phone Call/Emails in the Activity Report reflect calls and emails from complainants, property owners, and/or tenants related to code enforcement matters.

Boards and Commissions

- *Historic District Commission* – The Historic District Commission met on April 14 to review the proposal for alterations and additions to the property at 33 S. Water Street. The proposal included new windows, alterations to the front porch, the addition of a second-story doorway, deck, and staircase, the construction of rear-yard fence, and the installation of an electric vehicle charger. The proposed projects were unanimously approved. Additionally, staff discussed the staff approvals for projects that were issued since the previous Historic District Commission meeting in February.
- *Planning Commission* – The Frostburg Planning Commission met on April 9 to discuss the Annual Report to the Maryland Department of Planning; the Commissioners voted unanimously to approve the report. Additionally, Staff gave a brief update on the Comprehensive Plan and the status of the recently concluded community survey.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not meet in April due to a lack of applications received.
- *Green Team* – The Green Team met on April 30. The North 40 Robotics Team gave a presentation about their litter tracking and collection efforts. The Green Team also discussed the upcoming Buy Nothing, Give Freely event, our social media calendar for the upcoming month, and Edible Arboretum updates.

Director's Report:

Meetings, Webinars, Conferences, and Trainings Attended:

- April 2 – iWorQ Rental Housing module training #6
- April 2 – Solid Waste Management Board meeting
- April 6-9 – National Main Street Conference in Philadelphia
- April 14 – Comp Plan consultant check-in
- April 15 – City Council meeting
- April 16 – FrostburgFirst Board of Directors meeting
- April 21 – Glendening playground ribbon cutting & Arbor Day celebration
- April 23 – FrostburgFirst Board Development Committee meeting
- April 23 – MD Dept. of Planning Regional Planning Roundtable
- April 24 – Hagerstown Dept. of Housing & Community Development visit to Frostburg
- April 25 – iWorQ Rental Housing module training #7
- April 30 – Green Team meeting

Director's Current Project Updates:

- *Rental Housing Program Revamp* – The Code Enforcement Officer has begun trainings to obtain his rental housing inspector certification. The process of upgrading the CD Department's iWorQ software to include a new rental housing module has begun, and we are attending weekly trainings to develop the new portal.
- *Comprehensive Plan Re-Write* – We are currently working with FSU to collect additional student input on the planning process. Stakeholder interviews are underway, and we expect to receive a finalized community survey data report soon.
- *Edible Arboretum Enhancements* – We have met with Amie Armstrong of ACA Design Group to discuss improvements at the Edible Arboretum. Amie expects to have a finalized plan completed soon.
- *N. Water Street Townhouse Pre-Development* – Our SDF award agreement is currently on hold while we wait for the City Attorney to provide proof of site control for 36 N. Water Street. Once we are given the notice to proceed, we will release bid documents for the demolition and sitework.
- *Glendening Signage Project* – Several sign mock-ups have been received from the designer, and we expect to send these to production within the next 2 months. The project will be complete no later than June 30.
- *Stabilization Grant Program* – The Allegany County Commissioners are expected to formally announce the Stabilization Grant Program at one of their upcoming

meetings in May. The next step will be to sign an MOU with the City of Frostburg before accepting applications.

- *Green Team Spring Initiatives* – The Green Team has been working to plan several spring initiatives, including:
 - Green Team member Kirsten Getz developed an Earth Month Bingo Card to encourage sustainable practices throughout the month of April. The initiative saw modest participation, and three participants were selected to receive \$25 in Burg Bucks.
 - The 3rd annual Buy Nothing, Give Freely event will be held at City Place on May 17 and 18. This event has been wildly popular, and we are expecting an even better turnout this year.



Permit Report

04/01/2025 - 04/30/2025

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Fence		118 BOWERY ST	Installation of a 3' Wrought Iron Fence	Closed
Grading	Major Grading	INDUSTRIAL PARK RD	Grading of a Spoil Pile over a 42,000 Square Foot Area	Closed
Certificate of Appropriateness		33 S WATER ST	Window Replacement, Exterior Alterations, Rear Deck Construction, Fence Installation, and Electric Vehicle Charger Installation	Closed
Use & Occupancy		24 W MAIN ST	Commercial Office Space	Closed
Fence		33 S WATER ST	Installation of 5' Fence in Rear Yard	Closed
Building	Accessory Structure	47 MOUNT PLEASANT ST	Construction of an 8' x 10' Metal Shed	Closed
Burning		217 EAST ST	Burning Brush	Closed
Building	Solar	10801 LAUREL HILL DR SW	Installation of 2,699 Roof-Mounted Solar Panels at 1,578.92 kW	Open
Burning		68 HILL ST	Burning Brush	Closed
Use & Occupancy	Single Family Dwelling	203 MOONLIGHT DR	Residential Use and Occupancy	Closed
Demolition		5 W MAIN ST	Prep Work for Future Renovation Permit (Repair of Foundation, Water, Sewer, and Electric)	Closed
Grading	Minor Grading	18 STANDISH ST	Grading of an 18' x 20' Area for Patio	Closed
Certificate of Appropriateness		68 E MAIN ST	Installation of 8' x 3' Commercial Sign (Mounted Banner)	Closed
Sign		68 E MAIN ST	8' x 3' Commercial Sign	Closed
Fence		172 MOUNT PLEASANT ST	Installation of 3' High Split Rail Fence	Closed
Building	Addition	216 BRADDOCK ROAD	Phase 2 - 13' x 11' Addition	Open
Burning		PRICHARD FARMS - CHERRY LANE SW	Burning Brush	Closed

Total Records: 17

5/7/2025



Case Activity Report

04/01/2025 - 04/30/2025

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
----------------	---------------------	----------------	-------------	---------------	-------------

Group: Issue Citation

4/1/2025	01/13/2025	108 S BROADWAY	Furniture in front yard. Compliance date 01/13/2025	Issue Citation	Resolved

Group Total: 1

Group: Phone Call/Email

4/28/2025		319 BRADDOCK ST	Multiple refrigerators in front of garage	Phone Call/Email	First Warning
4/28/2025	08/29/2024	210 ARMSTRONG AVE		Phone Call/Email	Resolved
4/9/2025		133 CENTER ST	Large pile of cans at rear yard.	Phone Call/Email	Monitoring
4/9/2025		133 CENTER ST	Large pile of cans at rear yard.	Phone Call/Email	Monitoring
4/4/2025	4/9/2025	101 Charles Street	Disabled vehicle in driveway	Phone Call/Email	Resolved
4/2/2025	04/09/2025 Extension 04/23/2025	41 MILL ST	Vehicles at rear of property	Phone Call/Email	Resolved
4/2/2025	04/09/2025 Extension 04/23/2025	41 MILL ST	Vehicles at rear of property	Phone Call/Email	Resolved

Group Total: 7

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
----------------	---------------------	----------------	-------------	---------------	-------------

Group: Re-Inspection

4/28/2025	04/09/2025 Extension 04/23/2025	41 MILL ST	Vehicles at rear of property	Re-Inspection	Resolved
4/23/2025	04/23/2025	144 W MAIN ST	Special pick up	Re-Inspection	Resolved
4/21/2025	04/23/2025	144 W MAIN ST	Special pick up	Re-Inspection	Resolved
4/14/2025	04/05/2025 (Sofa) 04/14/2025 (Vehicle)	162 E COLLEGE AVE	Sofa on front porch, Unregistered vehicle at rear.	Re-Inspection	Resolved
4/11/2025	04/04/2025	135 CENTER ST	Loose trash and debris in yard	Re-Inspection	Resolved
4/11/2025	04/16/2025	154 CENTER ST	Recliner on front porch	Re-Inspection	Resolved
4/11/2025	04/11/2025	123 WOOD ST	Unregistered/disabled vehicle at rear of property	Re-Inspection	Resolved
4/11/2025	03/31/2025 Extension 04/07/2025	37 WASHINGTON ST	Unregistered/disabled vehicle	Re-Inspection	Resolved
4/11/2025	04/07/2025 Extension 04/21/2025	33 HILL ST	Unregistered/disabled vehicles at rear of property. Compliance 04/04/2025	Re-Inspection	Resolved
4/11/2025	Referred to FPD	37 STOYER ST	Disabled/expired Chevy SUV on street across from 39 Stoyer	Re-Inspection	Referred to FPD
4/11/2025	4/9/2025	101 Charles Street	Disabled vehicle in driveway	Re-Inspection	Resolved
4/9/2025	04/11/2025	134 CENTER ST	Unregistered/disabled motor vehicle	Re-Inspection	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
4/4/2025	04/05/2025 (Sofa) 04/14/2025 (Vehicle)	162 E COLLEGE AVE	Sofa on front porch, Unregistered vehicle at rear.	Re-Inspection	Resolved
4/2/2025	03/24/2025 03/31/2025 Vehicle	62 S BROADWAY	Unregistered/disabled vehicle, hot water heater, improper storage of trash	Re-Inspection	Resolved
4/17/2025	04/07/2025 Extension 04/21/2025	33 HILL ST	Unregistered/disabled vehicles at rear of property. Compliance 04/04/2025	Re-Inspection	Resolved

Group Total: 15

Group: Send Letter

4/22/2025	4/23/2025	118 BOWERY ST	Unregistered Camper at rear of property	Send Letter	On Hold

Group Total: 1

Group: Verbal Warning

4/9/2025	04/16/2025	154 CENTER ST	Recliner on front porch	Verbal Warning	Resolved

Group Total: 1

Group: Walk-In

4/18/2025		351 ALLEGANY ST	Failure to License Rental	Walk-In	Resolved
4/9/2025	03/07/2025	62 SPRING ST	Furniture	Walk-In	Resolved

Group Total: 2

--	--	--	--	--	--

Total Records: 27

5/7/2025



Case Detail Report

04/01/2025 - 04/30/2025

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
4/28/2025	05/08/2025	72 E COLLEGE AVE	High grass	First Warning
4/25/2025	05/05/2025	88 BOWERY ST	Recliner on front porch	Resolved
4/24/2025	05/09/2025 Schedule inspection	179 E MAIN ST	sewage discharge into storm drain	First Warning
4/21/2025	05/05/2025	247 SHAW ST	Unregistered/disabled vehicle	First Warning
4/21/2025	05/01/2025	4 BOB CAT CT	Mattresses by dumpster	First Warning
4/21/2025	05/05/2025		Unregistered/disabled vehicle	First Warning
4/21/2025	05/05/2025	57 CEMETERY ROAD	Unregistered/disabled vehicle	Resolved
4/16/2025	04/23/2025	144 W MAIN ST	Special pick up	Resolved
4/16/2025	04/30/2025	254 W MECHANIC ST	Unregistered/disabled vehicle, loose trash/debris around property	First Warning
4/16/2025	04/01/2025	110 COLLEGE AVE	Failure to License Rental	Citation Issued
4/16/2025	04/01/2025	149 BOWERY ST	Failure to License Rental	Citation Issued
4/16/2025		351 ALLEGANY ST	Failure to License Rental	Resolved

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
4/16/2025	04/01/2025	27 HILL ST	Failure to License Rentals	Citation Issued
4/16/2025	04/01/2025	45 MCCULLOH ST	Failure to License Rental units	Citation Issued
4/16/2025	4/15/2025	146 BOWERY ST	Failure to License Rental Property	Citation Issued
4/14/2025	04/28/2025	59 BOWERY ST	Unregistered/ disabled vehicle	First Warning
4/14/2025	04/28/2025	122 CENTER ST	Unregistered/ disabled vehicle	First Warning
4/9/2025	04/16/2025	154 CENTER ST	Recliner on front porch	Resolved
4/11/2025	04/25/2025	150 MAPLE ST	Disabled vehicles/ trash storage, storage of tools, equipment, and other materials.	First Warning
4/9/2025		133 CENTER ST	Large pile of cans at rear yard.	Monitoring
4/9/2025	4/23/2025	118 BOWERY ST	Unregistered Camper at rear of property	On Hold
4/2/2025	04/05/2025 (Sofa) 04/14/2025 (Vehicle)	162 E COLLEGE AVE	Sofa on front porch, Unregistered vehicle at rear.	Resolved
4/2/2025	4/5/2025	119 BOWERY ST	Trash set out too early	Resolved

Total Records: 23

5/7/2025



04/01/2025 - 04/30/2025

Case Date	Owner Name	Parcel Address	Payment Date	Payment Amount	Payment Type Description	Payment Type
4/16/2025	LANGSCHULTZ CHARLES E	351 ALLEGANY ST	4/18/2025	250.00	Voided	Check
2/28/2025	James Francis Larrimore	62 SPRING ST	4/9/2025	250.00	Citation	Check
12/18/2024	MURPHY STEWART ETAL MURPHY DOROTHY	108 S BROADWAY	4/1/2025	100.00		Check
				600.00		

Total Records: 3

Case Payment Report

Receipt #
9
8
7

5/7/2025

CITY OF FROSTBURG
APRIL 2025 BUDGET REPORT

Section 7, Item A.

Account Id	Account Description	Amended Budget	Apr 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-000-4000	TAXES-REAL ESTATE	2,908,000	(871.89)	2,928,741.06	100.7
01-000-4001	PERSONAL PROPERTY TAXES	7,000	-	7,081.05	101.2
01-000-4002	PUBLIC UTILITY TAXES	220,000	-	221,842.35	100.8
01-000-4003	CORPORATION TAXES	95,000	2,966.25	88,366.80	93.0
01-000-4004	PRIOR YEAR TAXES	1,000	-	-	-
01-000-4005	TRAILER TAX	1,600	700.00	1,260.00	78.8
01-000-4010	INTEREST ON TAXES	50,000	7,007.80	38,353.97	76.7
01-000-4011	TAX CREDITS	(32,400)	-	(35,331.80)	109.0
01-000-4012	TAX ABATEMENTS	(3,000)	-	(2,801.94)	93.4
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	16,200	-	-	-
01-000-4020	MARYLAND INCOME TAXES	640,000	-	427,612.05	66.8
01-000-4021	ADMISSION TAXES	24,000	52.67	10,355.81	43.2
01-000-4022	HOTEL MOTEL TAX	155,000	-	113,364.25	73.1
01-000-4023	HIGHWAY USE TAX	510,000	-	219,554.42	43.1
01-000-4024	COAL TAX	2,600	-	-	-
01-000-4025	HOUSING AUTHORITY	14,000	-	-	-
01-000-4027	PAYMENT IN LIEU OF TAXES	3,900	-	-	-
01-000-4031	LIQUOR LICENSES	10,000	57.00	66.50	0.7
01-000-4032	TRADERS LICENSES	10,000	187.45	2,096.55	21.0
01-000-4040	POLICE GRANTS	40,000	9,700.81	27,683.64	69.2
01-000-4041	PARKING REVENUE	1,000	-	1,488.37	148.8
01-000-4043	POLICE PROTECTION GRANTS	135,000	-	91,905.00	68.1
01-000-4045	FINES & FORFEITURES	15,000	780.00	4,715.00	31.4
01-000-4047	FROSTBURG STATE UNIV - MOU	10,000	-	10,000.00	100.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	22,500.00	75.0
01-000-4050	PERMITS, PLANNING, ETC	2,000	205.00	2,260.00	113.0
01-000-4051	BUILDING PERMITS	1,500	85.00	4,645.00	309.7
01-000-4052	RENTAL REGISTRATION	74,000	7,480.00	78,110.00	105.6
01-000-4054	CONSTRUCTION INSPECTIONS	17,750	1,625.00	20,005.00	112.7
01-000-4055	CODE ENFORCEMENT CITATIONS	750	350.00	600.00	80.0
01-000-4056	COMM DEV GRANT REVENUE	50,000	-	62,507.00	125.0
01-000-4060	SWIMMING POOL	60,000	195.00	29,791.50	49.7
01-000-4062	DAY CAMP REGISTRATIONS	18,000	2,640.00	18,475.00	102.6
01-000-4063	RECREATION ACTIVITIES	22,000	2,920.00	18,866.00	85.8
01-000-4200	OPERATING TRANSFER - WATER FUND	95,600	7,967.00	79,670.00	83.3
01-000-4201	OPERATING TRANSFER - SEWER FUND	241,750	20,146.00	201,460.00	83.3
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	18,175	1,515.00	15,150.00	83.4
01-000-4250	NSF FEES	-	90.00	1,610.00	-
01-000-4301	RENTS	111,000	9,249.86	91,853.60	82.8
01-000-4302	HRD APPROPRIATION	10,700	-	10,761.00	100.6
01-000-4303	FRANCHISES - GAS, TV, ETC	72,000	-	39,125.83	54.3
01-000-4304	MISCELLANEOUS REVENUE	4,000	175.28	4,940.87	123.5
01-000-4306	PROJECT REIMBURSEMENT	88,000	206,665.67	499,841.13	568.0
01-000-4315	PROCEEDS FROM FUND BALANCE	173,870	-	-	-
01-000-4317	SPECIAL REVENUE	2,103,000	-	1,951,499.59	92.8
01-000-4600	INTEREST INCOME	400,000	49,022.35	433,201.46	108.3
CORPORATE FUND Revenue Totals		8,427,995	330,911.25	7,743,226.06	

CITY OF FROSTBURG
APRIL 2025 BUDGET REPORT

Section 7, Item A.

Account Id	Account Description	Amended Budget	Apr 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	EXECUTIVE				
01-100-5000	SALARIES	22,200	1,850.00	18,500.00	83.3
01-100-5010	SOCIAL SECURITY	1,700	141.55	1,415.50	83.3
01-100-5012	WORKERS COMP	175	-	146.00	83.4
01-100-5050	LEGISLATIVE CONTINGENCIES	6,000	-	2,790.96	46.5
01-100-5104	INSURANCE - PUBLIC OFFICIALS	8,100	-	8,072.00	99.7
01-100-5110	CONTRIBUTIONS	524,750	-	524,730.00	100.0
01-100-5150	TRAINING	2,800	-	3,145.00	112.3
01-100-5160	TRAVEL	5,700	188.03	3,469.66	60.9
01-100-5185	PROFESSIONAL FEES	20,000	1,750.00	25,738.00	128.7
	100 Executive	591,425	3,929.58	588,007.12	
	ADMINISTRATIVE				
01-110-5000	SALARIES	176,000	9,978.49	131,225.98	74.6
01-110-5001	SALARIES - BONUS	15,115	-	15,115.00	100.0
01-110-5010	SOCIAL SECURITY	13,300	759.40	10,723.83	80.6
01-110-5011	PENSION	17,800	-	17,765.00	99.8
01-110-5012	WORKERS COMP	600	-	548.00	91.3
01-110-5013	INSURANCE - HEALTH	46,500	256.67	22,861.32	49.2
01-110-5014	INSURANCE - HEALTH RETIREE	43,500	2,728.87	23,740.70	54.6
01-110-5015	CONTRIBUTION - 457	2,000	99.74	1,339.88	67.0
01-110-5030	EMPLOYEE WELLNESS	7,500	29.87	5,543.22	73.9
01-110-5050	RESERVE FOR CONTINGENCIES	16,000	318.52	11,360.61	71.0
01-110-5100	INSURANCE - AUTO	700	-	-	-
01-110-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-110-5105	INSURANCE - PROPERTY	11,700	-	11,421.70	97.6
01-110-5106	INSURANCE - AD&D AND LIFE	4,500	316.20	3,335.60	74.1
01-110-5111	CONTRIBUTIONS - TOURISM	130,900	-	94,799.00	72.4
01-110-5150	TRAINING	1,200	25.00	1,121.64	93.5
01-110-5160	TRAVEL	1,800	-	2,405.02	133.6
01-110-5185	PROFESSIONAL FEES	1,100	-	124.88	11.4
01-110-5191	COMMUNICATIONS	8,000	1,847.74	11,541.17	144.3
01-110-5200	ADVERTISING	6,400	424.61	2,435.64	38.1
01-110-5205	LEGAL	42,500	4,345.00	27,296.25	64.2
01-110-5207	PENSION ADMINISTRATIVE FEE	7,350	-	7,327.60	99.7
01-110-5210	OFFICE SUPPLIES	11,000	471.36	10,721.38	97.5
01-110-5220	POSTAGE	23,000	2,632.79	19,509.23	84.8
01-110-5230	COMPUTER EXPENSE	9,000	1,236.00	7,275.98	80.8
01-110-5232	IT LICENSING AND FEES	33,000	-	30,067.30	91.1
01-110-5235	DIGITAL ENGAGEMENT	29,000	-	18,113.76	62.5
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,500	105,248.80	130,007.76	84.1
01-110-5500	BUILDING - ARMORY	12,000	307.89	9,134.20	76.1
01-110-5502	BUILDING MAINTENANCE	22,800	7,675.21	30,688.06	134.6
01-110-5550	UTILITIES - BUILDING	16,000	1,112.01	13,997.06	87.5
01-110-5700	BANK FEES	1,000	-	34.00	3.4
01-110-5807	CAPITAL OUTLAY	656,000	-	1,116,105.91	170.1
	110 Administrative	1,521,940	139,814.17	1,787,798.68	

CITY OF FROSTBURG
APRIL 2025 BUDGET REPORT

Section 7, Item A.

Account Id	Account Description	Amended Budget	Apr 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	FINANCE				
01-120-5000	SALARIES	88,000	7,197.60	65,315.04	74.2
01-120-5010	SOCIAL SECURITY	6,700	527.37	4,790.77	71.5
01-120-5011	PENSION	8,900	-	8,883.00	99.8
01-120-5012	WORKERS COMP	250	-	203.00	81.2
01-120-5013	INSURANCE - HEALTH	32,500	2,032.93	14,921.85	45.9
01-120-5015	CONTRIBUTION - 457	625	39.45	428.14	68.5
01-120-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-120-5105	INSURANCE - PROPERTY	3,500	-	3,448.39	98.5
01-120-5150	TRAINING	1,000	100.00	100.00	10.0
01-120-5185	PROFESSIONAL FEES	1,000	10.94	888.73	88.9
01-120-5310	AUDITING	75,000	-	73,050.00	97.4
01-120-5311	ACTUARIAL STUDY	5,000	-	-	-
01-120-5313	TAX COLLECTION	1,300	564.55	1,045.45	80.4
01-120-5810	RETSA OBLIGATION	9,600	-	2,869.80	29.9
120 Finance		233,550	10,472.84	176,056.17	

	COMMUNITY DEV				
01-130-5000	SALARIES	125,000	9,520.02	99,960.12	80.0
01-130-5010	SOCIAL SECURITY	9,500	696.32	7,311.36	77.0
01-130-5011	PENSION	12,650	-	12,617.00	99.7
01-130-5012	WORKERS COMP	350	-	282.00	80.6
01-130-5013	INSURANCE - HEALTH	23,000	1,724.90	19,903.07	86.5
01-130-5015	CONTRIBUTION - 457	1,500	53.90	592.10	39.5
01-130-5100	INSURANCE - AUTO	800	-	720.00	90.0
01-130-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-130-5105	INSURANCE - PROPERTY	4,600	-	4,597.85	100.0
01-130-5150	TRAINING	750	25.00	665.00	88.7
01-130-5160	TRAVEL	900	-	257.66	28.6
01-130-5185	PROFESSIONAL FEES	1,000	631.00	806.00	80.6
01-130-5320	ECONOMIC DEVELOPMENT	6,800	32,000.00	36,351.45	534.6
01-130-5322	PLANNING	155,000	5,890.00	32,220.00	20.8
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5401	AUTO EXPENSE	500	-	201.00	40.2
01-130-5820	COMMUNITY LEGACY PROJECTS	50,000	-	23,507.00	47.0
01-130-5822	SPECIAL PROJECTS	13,300	-	806.63	6.1
130 Community Dev		407,825	50,541.14	240,910.24	

	CODE ENFORCEMENT				
01-140-5000	SALARIES	63,000	3,913.92	42,525.18	67.5
01-140-5010	SOCIAL SECURITY	4,800	278.16	3,019.39	62.9
01-140-5011	PENSION	5,700	-	6,359.00	111.6
01-140-5012	WORKERS COMP	200	-	168.00	84.0
01-140-5013	INSURANCE - HEALTH	22,800	1,817.33	20,737.84	91.0
01-140-5015	CONTRIBUTION - 457	750	38.82	443.66	59.2
01-140-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-140-5105	INSURANCE - PROPERTY	2,900	-	3,448.39	118.9
01-140-5150	TRAINING	500	25.00	288.96	57.8
01-140-5160	TRAVEL	500	-	36.50	7.3
01-140-5185	PROFESSIONAL FEES	400	-	20.00	5.0

CITY OF FROSTBURG
APRIL 2025 BUDGET REPORT

Section 7, Item A.

Account Id	Account Description	Amended Budget	Apr 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	13,700	-	13,166.67	96.1
01-140-5330	CODE ENFORCEMENT	5,000	-	9.00	0.2
01-140-5331	CONSTRUCTION INSPECT	20,000	850.00	13,557.25	67.8
01-140-5332	RENTAL INSPECTION	19,500	-	15,200.00	78.0
140 Code Enforcement		159,925	6,923.23	119,091.84	
PUBLIC WORKS ADMIN					
01-150-5000	SALARIES	76,000	5,171.38	56,204.75	74.0
01-150-5010	SOCIAL SECURITY	5,800	379.72	4,145.79	71.5
01-150-5011	PENSION	7,700	-	7,671.00	99.6
01-150-5012	WORKERS COMP	1,600	-	1,305.00	81.6
01-150-5013	INSURANCE - HEALTH	14,000	1,004.73	12,261.54	87.6
01-150-5015	CONTRIBUTION - 457	700	51.72	579.36	82.8
01-150-5100	INSURANCE - AUTO	800	-	717.00	89.6
01-150-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-150-5105	INSURANCE - PROPERTY	2,600	-	2,298.93	88.4
01-150-5150	TRAINING	1,750	25.00	1,525.00	87.1
01-150-5160	TRAVEL	1,000	60.61	60.61	6.1
01-150-5185	PROFESSIONAL FEES	2,100	-	1,040.00	49.5
01-150-5193	ONE CALL CONCEPTS	2,200	152.50	835.60	38.0
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	713.61	23.8
01-150-5341	MAPPING SUPPLIES	8,000	-	7,757.20	97.0
01-150-5342	PUBLIC WORKS	7,400	37.93	1,029.15	13.9
01-150-5400	GAS, OIL, GREASE	3,000	275.98	1,996.75	66.6
01-150-5420	FLEET LEASE	11,000	842.93	8,429.30	76.6
150 Public Works Admin		148,825	8,002.50	108,682.59	
PUBLIC SAFETY					
01-160-5000	SALARIES	1,062,000	85,008.22	839,789.56	79.1
01-160-5002	SALARIES - POLICE GRANTS	40,000	3,114.90	25,923.55	64.8
01-160-5003	COURT TIME	13,000	1,135.06	11,401.73	87.7
01-160-5010	SOCIAL SECURITY	85,000	6,555.75	64,376.59	75.7
01-160-5011	PENSION	190,000	-	187,419.00	98.6
01-160-5012	WORKERS COMP	72,000	-	58,703.00	81.5
01-160-5013	INSURANCE - HEALTH	257,000	18,089.65	197,771.38	77.0
01-160-5015	CONTRIBUTION - 457	7,500	544.42	5,274.95	70.3
01-160-5100	INSURANCE - AUTO	7,800	-	7,304.00	93.6
01-160-5102	INSURANCE - GEN LIAB	1,200	-	1,041.00	86.8
01-160-5103	INSURANCE - POLICE PROFESSIONAL	16,700	-	10,596.00	63.5
01-160-5105	INSURANCE - PROPERTY	6,000	-	5,136.05	85.6
01-160-5150	TRAINING	25,500	8,499.04	29,183.82	114.5
01-160-5170	UNIFORMS	15,000	(53.01)	9,469.16	63.1
01-160-5180	SAFETY EQUIPMENT	1,200	90.00	810.00	67.5
01-160-5181	LAW ENFORCEMENT EQUIPMENT	18,500	(10.18)	13,448.11	72.7
01-160-5191	COMMUNICATIONS	30,500	2,239.13	26,203.04	85.9
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	897.49	5,088.28	101.8
01-160-5230	COMPUTER EXPENSE	8,500	3,408.00	8,976.60	105.6
01-160-5350	FSU MOU	10,000	-	10,000.00	100.0
01-160-5380	POLICE REFORM	23,000	-	-	-

CITY OF FROSTBURG
APRIL 2025 BUDGET REPORT

Section 7, Item A.

Account Id	Account Description	Amended Budget	Apr 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-160-5390	MISCELLANEOUS EXPENSE	4,000	556.75	5,090.78	127.3
01-160-5400	GAS, OIL, GREASE	33,000	2,206.53	16,340.25	49.5
01-160-5401	AUTO EXPENSE	18,000	2,343.25	13,973.17	77.6
01-160-5420	FLEET LEASE	61,000	4,214.60	41,697.53	68.4
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	5,019.33	8,402.77	210.1
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	1,056.48	9,590.05	95.9
01-160-5851	FIRE DEPT APPROPRIATION	255,670	63,917.50	255,670.00	100.0
160 Public Safety		2,287,070	208,832.91	1,868,680.37	

PUBLIC WORKS - STREET					
01-170-5000	SALARIES	296,000	22,763.01	259,769.29	87.8
01-170-5010	SOCIAL SECURITY	22,600	1,656.85	18,984.80	84.0
01-170-5011	PENSION	30,000	-	29,878.00	99.6
01-170-5012	WORKERS COMP	20,000	-	16,303.00	81.5
01-170-5013	INSURANCE - HEALTH	80,000	5,398.79	61,753.06	77.2
01-170-5015	CONTRIBUTION - 457	1,500	93.44	1,025.44	68.4
01-170-5018	UNEMPLOYMENT	200	-	-	-
01-170-5100	INSURANCE - AUTO	9,800	-	9,547.00	97.4
01-170-5102	INSURANCE - GEN LIAB	975	-	860.20	88.2
01-170-5105	INSURANCE - PROPERTY	9,000	-	8,093.05	89.9
01-170-5150	TRAINING	5,000	-	100.00	2.0
01-170-5170	UNIFORMS	8,000	712.64	3,807.45	47.6
01-170-5180	SAFETY EQUIPMENT	7,200	90.00	5,612.18	78.0
01-170-5191	COMMUNICATIONS	15,000	242.22	2,730.97	18.2
01-170-5210	OFFICE SUPPLIES	1,500	-	1,208.99	80.6
01-170-5400	GAS, OIL, GREASE	30,000	2,078.16	21,715.45	72.4
01-170-5420	FLEET LEASE	29,000	4,224.59	36,390.05	125.5
01-170-5550	UTILITIES - BUILDING	6,000	836.06	6,706.24	111.8
01-170-5711	SALT & ABRASIVES	250,000	-	281,773.54	112.7
01-170-5712	SIGN MAINTENANCE	15,000	-	9,026.00	60.2
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	6,052.16	127,771.03	142.0
01-170-5714	STREET LIGHTING	100,000	7,298.55	74,717.52	74.7
01-170-5715	STREET MAINTENANCE REPAIRS	100,000	5,681.53	38,099.52	38.1
01-170-5716	STREET SHOP EQUIPMENT	50,000	3,634.12	54,139.87	108.3
01-170-5717	STREET LIGHTING REPAIRS	48,500	1,435.00	19,726.77	40.7
01-170-5800	CAPITAL OUTLAY	420,150	-	530,936.73	126.4
01-170-5861	STREET PAVING	223,500	-	223,126.03	99.8
01-170-5865	PARKING LOT MAINTENANCE	13,000	770.95	8,781.89	67.6
170 Public Works - Street		1,881,925	62,968.07	1,852,584.07	

RECREATION					
01-180-5000	SALARIES	284,000	21,735.63	228,362.37	80.4
01-180-5010	SOCIAL SECURITY	21,700	1,597.97	16,789.32	77.4
01-180-5011	PENSION	28,800	-	28,667.00	99.5
01-180-5012	WORKERS COMP	18,200	-	15,324.00	84.2
01-180-5013	INSURANCE - HEALTH	65,000	4,471.23	51,832.75	79.7
01-180-5015	CONTRIBUTION - 457	1,750	76.30	838.02	47.9
01-180-5100	INSURANCE - AUTO	2,900	-	2,305.00	79.5
01-180-5102	INSURANCE - GEN LIAB	550	-	449.00	81.6
01-180-5105	INSURANCE - PROPERTY	15,885	-	15,213.13	95.8

CITY OF FROSTBURG
APRIL 2025 BUDGET REPORT

Section 7, Item A.

Account Id	Account Description	Amended Budget	Apr 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-180-5150	TRAINING	300	-	-	-
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,800	248.84	3,184.80	66.4
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	9,000	195.60	5,709.69	63.4
01-180-5420	FLEET LEASE	23,000	1,863.65	18,636.50	81.0
01-180-5503	ARMORY EXPENSE - GYM	16,000	836.07	7,103.61	44.4
01-180-5504	COMMUNITY CENTER	17,500	730.29	19,150.20	109.4
01-180-5510	CITY PLACE	29,500	903.71	18,330.96	62.1
01-180-5550	UTILITIES	9,000	254.85	2,615.00	29.1
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	-	-
01-180-5721	REC EQUIPMENT MAINTENANCE	12,400	834.15	12,640.19	101.9
01-180-5722	REC LEAGUE APPROPRIATIONS	5,000	-	5,999.14	120.0
01-180-5723	REC PARK MAINTENANCE EXPENSE	63,000	3,328.32	51,609.89	81.9
01-180-5724	STREET TREE MAINTENANCE	7,500	-	6,358.00	84.8
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	-	97.00	4.9
01-180-5726	RECREATIONAL PROGRAMS	13,000	3,999.97	12,769.43	98.2
01-180-5800	CAPITAL OUTLAY	384,800	85,785.53	358,065.66	93.1
180 Recreation		1,038,835	126,862.11	882,050.66	
	RECREATION-POOL				
01-181-5000	SALARIES	72,000	-	43,737.88	60.8
01-181-5010	SOCIAL SECURITY	5,500	-	3,346.01	60.8
01-181-5012	WORKERS COMP	4,600	-	3,756.00	81.7
01-181-5018	UNEMPLOYMENT	200	-	-	-
01-181-5507	POOL OPERATING	35,000	1,767.65	32,098.95	91.7
181 Recreation-Pool		117,300	1,767.65	82,938.84	
	RECREATION - DAY CAMP				
01-182-5000	SALARIES	24,000	-	14,723.45	61.4
01-182-5010	SOCIAL SECURITY	1,850	-	1,126.41	60.9
01-182-5012	WORKERS COMP	1,500	-	1,226.00	81.7
01-182-5018	UNEMPLOYMENT	200	-	-	-
01-182-5507	DAY CAMP OPERATIONS	800	-	159.42	19.9
182 Recreation - Day Camp		28,350	-	17,235.28	
	RECREATION - SEASONAL				
01-183-5000	SALARIES	9,500	-	-	-
01-183-5010	SOCIAL SECURITY	725	-	-	-
01-183-5012	WORKERS COMP	600	-	-	-
01-183-5108	UNEMPLOYMENT	200	-	-	-
183 Recreation - Seasonal		11,025	-	-	
CORPORATE FUND Expenditure Totals		8,427,995	620,114.20	7,724,035.86	

CITY OF FROSTBURG
APRIL 2025 BUDGET REPORT

Section 7, Item A.

Account Id	Account Description	Amended Budget	Apr 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
02-000-4000	WATER SERVICE REVENUE	1,716,000	121,555.84	1,355,198.50	79.0
02-000-4001	INTEREST EARNED - WATER	1,500	189.10	1,799.02	119.9
02-000-4317	SPECIAL REVENUE	85,500	-	82,844.96	96.9
02-000-4401	SALE OF BULK WATER	-	-	458.25	-
02-000-4402	SALE OF METERS	5,000	950.00	5,125.00	102.5
02-000-4403	TAPPING FEES	5,600	500.00	6,100.00	108.9
02-000-4404	SUNDRY SALES	10,000	1,026.00	11,293.76	112.9
02-000-4408	SUNDRY SALES - CASH BASIS	-	-	712.50	-
02-000-4409	FUND BALANCE	75,400	-	-	-
02-000-4600	INTEREST INCOME	15,000	5.01	33,024.67	220.2
WATER FUND Revenue Totals		1,914,000	124,225.95	1,496,556.66	
	WATER - ADMIN				
02-190-5000	SALARIES	72,000	7,008.98	58,784.24	81.6
02-190-5010	SOCIAL SECURITY	5,400	509.99	4,283.92	79.3
02-190-5011	PENSION	7,300	-	7,268.00	99.6
02-190-5012	WORKERS COMP	225	-	181.00	80.4
02-190-5013	INSURANCE - HEALTH	18,000	2,165.99	16,902.59	93.9
02-190-5015	CONTRIBUTION - 457	850	54.29	597.65	70.3
02-190-5313	COLLECTION EXPENSE	1,000	123.26	604.16	60.4
02-190-5370	FMHA BOND	850	-	832.00	97.9
02-190-5600	CORPORATE OVERHEAD	95,600	7,967.00	79,670.00	83.3
190 Water - Admin		201,225	17,829.51	169,123.56	
	WATER - FILTRATION				
02-192-5102	INSURANCE - GEN LIAB	1,300	-	1,121.00	86.2
02-192-5105	INSURANCE - PROPERTY	18,500	-	18,426.56	99.6
02-192-5106	INSURANCE - BOILER & MACHINERY	6,000	-	5,757.41	96.0
02-192-5521	PUMPING SYSTEM EXPENSE	95,000	7,618.60	86,835.63	91.4
02-192-5522	PURIFICATION PLANT MAINTENANCE	50,000	265.00	5,418.87	10.8
02-192-5710	FILTRATION CONTRACT PAYMENT	654,000	50,757.23	478,481.20	73.2
192 Water - Filtration		824,800	58,640.83	596,040.67	
	WATER - SUPPLY				
02-194-5000	SALARIES	34,000	2,640.00	27,720.00	81.5
02-194-5010	SOCIAL SECURITY	2,500	201.96	2,120.58	84.8
02-194-5011	PENSION	3,500	-	3,432.00	98.1
02-194-5012	WORKERS COMP	2,300	-	1,878.00	81.7
02-194-5015	CONTRIBUTION - 457	100	-	-	-
02-194-5506	HYDRO FACILITY EXPENSE	5,000	-	-	-
02-194-5550	UTILITIES / WATER SUPPLY	5,000	413.05	3,879.66	77.6
02-194-5730	WATER SUPPLY EXPENSE	50,000	187.16	8,766.74	17.5
194 Water - Supply		102,400	3,442.17	47,796.98	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	275,000	19,300.00	207,025.65	75.3
02-196-5010	SOCIAL SECURITY	21,000	1,416.21	15,204.95	72.4
02-196-5011	PENSION	27,800	-	27,758.00	99.9
02-196-5012	WORKERS COMP	17,600	-	14,346.00	81.5
02-196-5013	INSURANCE - HEALTH	82,000	4,732.56	54,747.41	66.8

CITY OF FROSTBURG
APRIL 2025 BUDGET REPORT

Section 7, Item A.

Account Id	Account Description	Amended Budget	Apr 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
02-196-5015	CONTRIBUTION - 457	1,000	32.40	355.60	35.6
02-196-5100	INSURANCE - AUTO	4,000	-	3,861.00	96.5
02-196-5102	INSURANCE - GEN LIAB	1,300	-	1,121.00	86.2
02-196-5105	INSURANCE - PROPERTY	4,700	-	4,606.64	98.0
02-196-5150	TRAINING	3,500	-	2,700.00	77.1
02-196-5170	UNIFORMS	4,000	286.08	3,711.14	92.8
02-196-5180	SAFETY EQUIPMENT	6,575	90.00	810.00	12.3
02-196-5191	COMMUNICATIONS	13,000	993.79	9,984.11	76.8
02-196-5210	OFFICE SUPPLIES	1,000	299.49	1,119.09	111.9
02-196-5390	MISCELLANEOUS EXPENSE	1,000	-	120.83	12.1
02-196-5400	GAS, OIL, GREASE	17,000	1,953.68	13,013.19	76.6
02-196-5420	FLEET LEASE	33,000	2,606.94	26,069.40	79.0
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	556.07	4,882.48	39.1
02-196-5550	UTILITIES - WATER DISTRIBUTION	5,000	407.10	4,361.29	87.2
02-196-5700	DISTRIBUTION EXPENSE	61,800	3,738.23	55,928.29	90.5
02-196-5701	DISTRIBUTION PIPE EXPENSE	11,000	125.00	1,305.40	11.9
02-196-5702	EQUIPMENT MAINTENANCE	8,000	699.99	699.99	8.8
02-196-5703	FIRE HYDRANTS EXPENSE	8,000	-	-	-
02-196-5704	TRANSMISSION MAINS EXPENSE	95,800	975.00	106,839.71	111.5
02-196-5740	METERS EXPENSE	70,000	24.00	35,991.68	51.4
196 Water - Distribution		785,575	38,236.54	596,562.85	
WATER FUND Expenditure Totals		1,914,000	118,149.05	1,409,524.06	
03-000-4000	SEWER CHARGES	1,817,000	146,075.20	1,408,982.33	77.5
03-000-4001	INTEREST EARNED - SEWER	1,800	350.23	3,255.91	180.9
03-000-4315	PROCEEDS FROM FUND BALANCE	239,825	-	-	-
03-000-4317	SPECIAL REVENUE	8,000	-	7,950.00	99.4
03-000-4404	SUNDRY SALES	1,500	964.90	2,366.86	157.8
03-000-4501	BAY RESTORATION FUND REVENUE	-	14,884.20	136,585.53	-
03-000-4503	SEWER TAP FEES	3,500	500.00	6,000.00	171.4
03-000-4600	INTEREST INCOME	25,000	-	44,905.39	179.6
Sewer Operations Total		2,096,625	162,774.53	1,610,046.02	
03-220-4317	SPECIAL REVENUE	606,500	-	44,390.12	7.3
03-220-4520	CSO SURCHARGE REVENUE	401,000	33,933.79	307,918.95	76.8
03-220-4521	INTEREST EARNED - CSO SURCHARGE	500	180.39	1,230.51	246.1
03-220-4530	PROJECT REIMBURSEMENTS	572,500	-	404,264.00	70.6
CSO Total		1,580,500	34,114.18	757,803.58	
SEWER FUND Revenue Totals		3,677,125	196,888.71	2,367,849.60	
03-210-5000	SEWER - ADMIN SALARIES	72,000	7,008.98	58,784.24	81.6
03-210-5010	SOCIAL SECURITY	5,400	509.99	4,283.92	79.3
03-210-5011	PENSION	7,300	-	7,268.00	99.6
03-210-5012	WORKERS COMP	225	-	181.00	80.4
03-210-5013	INSURANCE - HEALTH	18,000	2,166.03	16,902.75	93.9
03-210-5015	CONTRIBUTION - 457	850	54.29	597.65	70.3
03-210-5313	COLLECTION EXPENSE	1,000	123.26	604.16	60.4
210 Sewer - Admin		104,775	9,862.55	88,621.72	

CITY OF FROSTBURG
APRIL 2025 BUDGET REPORT

Section 7, Item A.

Account Id	Account Description	Amended Budget	Apr 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	SEWER - OPERATING				
03-211-5000	SALARIES	172,000	16,544.69	164,372.55	95.6
03-211-5010	SOCIAL SECURITY	13,000	1,162.86	11,495.18	88.4
03-211-5011	PENSION	21,500	-	21,456.00	99.8
03-211-5012	WORKERS COMP	11,000	-	8,070.39	73.4
03-211-5013	INSURANCE - HEALTH	71,000	6,016.07	66,234.31	93.3
03-211-5015	CONTRIBUTION - 457	1,800	113.64	1,247.64	69.3
03-211-5100	INSURANCE - AUTO	1,500	-	1,434.00	95.6
03-211-5102	INSURANCE - GEN LIAB	650	-	561.00	86.3
03-211-5105	INSURANCE - PROPERTY	6,950	-	6,900.97	99.3
03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	126.12	1,413.93	47.1
03-211-5180	SAFETY EQUIPMENT	1,000	-	834.42	83.4
03-211-5191	COMMUNICATIONS	2,400	167.05	1,956.54	81.5
03-211-5396	BAY RESTORATION FUND EXPENSE	-	37,964.03	106,040.51	-
03-211-5400	GAS, OIL, GREASE	10,000	900.12	8,157.32	81.6
03-211-5420	FLEET LEASE	21,000	1,701.50	17,015.00	81.0
03-211-5520	PUMPING STATION MAINTENANCE	6,000	94.92	2,962.86	49.4
03-211-5600	CORPORATE OVERHEAD	241,750	20,146.00	201,460.00	83.3
03-211-5761	SANITARY COMMISSION CHARGES	1,100,000	155,199.69	707,995.61	64.4
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	-	8,787.15	74.5
03-211-5763	SEWER OPERATING EXPENSE	50,000	2,818.65	35,837.08	71.7
03-211-5764	SEWER PUMPING EXPENSE	6,000	282.22	8,720.81	145.4
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	30,000	-	-	-
	211 Sewer - Operating	1,783,350	243,237.56	1,382,953.27	
	CSO				
03-220-5391	INTEREST EXPENSE	3,200	-	1,382.11	43.2
03-220-5392	DEBT REDEMPTION	23,600	-	23,565.82	99.9
03-220-5800	CAPITAL OUTLAY	1,762,200	6,181.60	648,119.36	36.8
	220 CSO	1,789,000	6,181.60	673,067.29	
	SEWER FUND Expenditure Totals	3,677,125	259,281.71	2,144,642.28	
04-000-4000	WATER TAP SURCHARGE	668,000	68,875.91	627,554.13	94.0
04-000-4001	INTEREST EARNED SURCHARGE	1,000	253.54	1,683.29	168.3
04-000-4600	INTEREST INCOME	20,000	-	32,677.53	163.4
	PINEY SURCHARGE FUND Revenue Totals	689,000	69,129.45	661,914.95	
	WATER SURCHARGE				
04-200-5313	COLLECTION EXPENSE	1,000	98.60	483.32	48.3
04-200-5390	MISCELLANEOUS EXPENSE	12,000	-	-	-
04-200-5391	INTEREST EXPENSE	56,900	17,892.15	41,605.77	73.1
04-200-5392	DEBT REDEMPTION	415,100	378,000.00	410,257.85	98.8
04-200-5802	CAPITAL REPAIRS	68,000	13,528.99	121,443.48	178.6
	PINEY SURCHARGE FUND Expenditure Totals	553,000	409,519.74	573,790.42	

CITY OF FROSTBURG
APRIL 2025 BUDGET REPORT

Section 7, Item A.

Account Id	Account Description	Amended Budget	Apr 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
05-000-4000	TRASH & GARBAGE CHARGES	473,000	39,800.09	359,680.31	76.0
05-000-4001	INTEREST EARNED - TRASH	800	319.15	2,107.79	263.5
05-000-4404	SUNDRY SALES	1,950	225.00	1,875.00	96.2
05-000-4600	INTEREST INCOME	3,000	-	4,278.28	142.6
GARBAGE FUND Revenue Totals		478,750	40,344.24	367,941.38	
	GARBAGE ADMIN.				
05-230-5000	SALARIES	72,000	7,008.83	58,783.73	81.6
05-230-5010	SOCIAL SECURITY	5,400	509.96	4,283.87	79.3
05-230-5011	PENSION	7,300	-	7,268.00	99.6
05-230-5012	WORKERS COMP	225	-	181.00	80.4
05-230-5013	INSURANCE - HEALTH	18,000	2,166.05	16,902.68	93.9
05-230-5015	CONTRIBUTION - 457	850	54.27	597.61	70.3
05-230-5313	COLLECTION EXPENSE	500	24.64	120.79	24.2
230 Garbage Admin.		104,275	9,763.75	88,137.68	
	GARBAGE OPERATING				
05-232-5000	SALARIES	93,000	6,599.53	74,894.02	80.5
05-232-5010	SOCIAL SECURITY	7,100	475.64	5,436.76	76.6
05-232-5011	PENSION	9,400	-	9,387.00	99.9
05-232-5012	WORKERS COMP	6,000	-	4,894.00	81.6
05-232-5013	INSURANCE - HEALTH	22,500	1,725.72	19,202.48	85.3
05-232-5015	CONTRIBUTION - 457	750	-	-	-
05-232-5100	INSURANCE - AUTO	2,200	-	2,166.00	98.5
05-232-5102	INSURANCE - GEN LIAB	400	-	336.00	84.0
05-232-5105	INSURANCE - PROPERTY	4,500	-	4,476.93	99.5
05-232-5170	UNIFORMS	3,000	120.76	1,348.74	45.0
05-232-5180	SAFETY EQUIPMENT	1,000	-	578.03	57.8
05-232-5210	OFFICE SUPPLIES	1,000	90.00	594.43	59.4
05-232-5400	GAS, OIL, GREASE	14,000	1,198.49	12,080.83	86.3
05-232-5600	CORPORATE OVERHEAD	18,175	1,515.00	15,150.00	83.4
05-232-5770	ASH DUMPSTER	8,500	-	2,819.87	33.2
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	2,573.92	25.7
05-232-5772	LANDFILL CHARGES	130,000	11,713.49	94,891.85	73.0
05-232-5773	SANITATION OPERATING EXPENSE	30,000	884.65	33,542.44	111.8
232 Garbage Operating		361,525	24,323.28	284,373.30	
GARBAGE FUND Expenditure Totals		465,800	34,087.03	372,510.98	

2025

Assets

01-000-1001	OPERATING CASH - POLICE DEPT	100.00
01-000-1003	OPERATING CASH - TAX CLERK	200.00
01-000-1004	CASH - CORPORATE (STC)	8,978,441.04
01-000-1008	RESTRICTED CASH-HEALTH INSUR COLLATERAL	20,519.00
01-000-1100	ACCOUNTS RECEIVABLE	27,542.89
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	11,175.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	232,380.48
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	3,636.53
01-000-1143	TAXES RECEIVABLE - CORPORATION	25,010.37
01-000-1200	PREPAID EXPENSE	17,466.26
01-000-1220	LEASE RECEIVABLE	780,013.55
01-000-1230	ACCRUED INTEREST RECEIVABLE	10,838.26
01-000-1500	FIXED ASSETS	26,512,972.13
01-000-1506	WIP - GATEWAY IMPROVEMENT	797,858.41
01-000-1507	WORK IN PROCESS - MISC PROJECTS	436,864.60
01-000-1570	RIGHT OF USE ASSETS	588,251.69
01-000-1571	RIGHT OF USE ASSETS - INTANGIBLE	196,633.48
01-000-1580	INTANGIBLE ASSETS	206,323.69
01-000-1600	RESERVE FOR DEPRECIATION	9,491,147.14-
01-000-1605	ACCUMULATED DEPRECIATION-ROU	263,587.51-
01-000-1650	RESERVE FOR AMORTIZATION	92,845.62-
01-000-1900	DEFERRED FINANCING OUTFLOW	505,273.00
01-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	191,069.00
	Total Assets	<u>29,694,989.11</u>

Liabilities & Fund Balance

01-000-1655	ACCUMULATED AMORTIZATION - ROU	45,184.07
01-000-2005	CUSTOMER REFUND	657.60
01-000-2220	LEASE LIABILITY	335,097.34
01-000-2225	SUBSCRIPTION LIABILITY - ROU	95,100.57
01-000-2250	UNEARNED REVENUE	156,517.86
01-000-2253	UNEARNED REVENUE - ARPA	1,498,669.68
01-000-2450	DEFERRED FINANCING INFLOW	65,759.00
01-000-2451	DEFERRED FINANCING INFLOW - OPEB	184,710.00
01-000-2452	DEFERRED FINANCING INFLOW-LEASES	747,667.95
01-000-2700	COMPENSATED ABSENCES	494,225.81
01-000-2855	OPEB OBLIGATION	506,723.00
01-000-2860	NET PENSION LIABILITY	1,434,463.00
01-000-2901	BONDS PAYABLE	2,288,000.00
01-000-2905	BOND PREMIUM	253,264.50
	Total Liabilities	<u>8,106,040.38</u>

01-000-3000	INVESTED IN FIXED ASSETS	14,712,902.00
01-000-3200	FUND BALANCE	<u>5,684,750.62</u>
	Total	<u>20,397,652.62</u>

Revenue	7,743,226.06
Less Expenses	<u>6,551,929.95</u>
Net	<u>1,191,296.11</u>
Total Fund Balance	<u>21,588,948.73</u>
Total Liabilities & Fund Balance	<u>29,694,989.11</u>

2025

Assets

02-000-1000	CASH	1,080,752.48
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,375.33
02-000-1100	ACCOUNTS RECEIVABLE	2,069.84
02-000-1102	WATER ACCOUNTS RECEIVABLE	91,799.89
02-000-1140	INTEREST RECEIVABLE - WATER	580.78
02-000-1500	FIXED ASSETS	4,095,203.29
02-000-1520	WORK IN PROGRESS	206,286.03
02-000-1570	RIGHT OF USE ASSETS	140,277.91
02-000-1600	RESERVE FOR DEPRECIATION	2,984,026.14-
02-000-1605	ACCUMULATED DEPRECIATION-ROU	54,602.29-
02-000-1900	DEFERRED FINANCING OUTFLOW	90,253.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	31,845.00
	Total Assets	<u>2,755,815.12</u>

Liabilities & Fund Balance

02-000-2220	LEASE LIABILITY	88,475.40
02-000-2450	DEFERRED FINANCING INFLOW	11,747.00
02-000-2451	DEFERRED FINANCING INFLOW - OPEB	30,785.00
02-000-2700	COMPENSATED ABSENCES	129,340.88
02-000-2855	OPEB OBLIGATION	84,454.00
02-000-2860	NET PENSION LIABILITY	256,226.00
	Total Liabilities	<u>601,028.28</u>

02-000-3000	INVESTED IN FIXED ASSETS	1,314,663.00
02-000-3250	FUND BALANCE	753,091.24
	Total	<u>2,067,754.24</u>

Revenue	1,496,556.66
Less Expenses	<u>1,409,524.06</u>
Net	<u>87,032.60</u>
Total Fund Balance	<u>2,154,786.84</u>
Total Liabilities & Fund Balance	<u>2,755,815.12</u>

2025

Assets

03-000-1000	CASH	1,476,591.97
03-000-1040	BAY RESTORATION FUND CASH	14,985.82
03-000-1041	CSO CASH	664,523.38
03-000-1100	ACCOUNTS RECEIVABLE	50,943.00
03-000-1103	SEWER ACCOUNTS RECEIVABLE	101,863.37
03-000-1120	BAY RESTORATION FUND RECEIVABLE	14,862.54
03-000-1121	CSO SURCHARGE RECEIVABLE	31,304.52
03-000-1141	INTEREST REC - CSO SURCHARGE	2,411.07
03-000-1142	INTEREST RECEIVABLE - SEWER	665.68
03-000-1500	FIXED ASSETS	28,294,006.47
03-000-1538	WIP - PHASE X-A	1,154,790.99
03-000-1539	WIP - PHASE X-B	128,844.50
03-000-1540	WIP - PHASE X-C	150,090.90
03-000-1541	WIP - PHASE IX-D	27,165.00
03-000-1542	WIP - PHASE VIII-C	30,376.25
03-000-1570	RIGHT OF USE ASSETS	86,933.24
03-000-1600	RESERVE FOR DEPRECIATION	10,300,066.20-
03-000-1605	ACCUMULATED DEPRECIATION-ROU	23,182.20-
03-000-1900	DEFERRED FINANCING OUTFLOW	71,776.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	26,537.00
	Total Assets	<u>22,005,423.30</u>

Liabilities & Fund Balance

03-000-2220	LEASE LIABILITY	66,362.62
03-000-2450	DEFERRED FINANCING INFLOW	9,341.00
03-000-2451	DEFERRED FINANCING INFLOW - OPEB	25,654.00
03-000-2700	COMPENSATED ABSENCES	124,936.78
03-000-2855	OPEB OBLIGATION	70,378.00
03-000-2860	NET PENSION LIABILITY	203,770.00
03-000-2900	NOTES PAYABLE	<u>192,910.41</u>
	Total Liabilities	693,352.81

03-000-3000	INVESTED IN FIXED ASSETS	18,618,002.00
03-000-3200	FUND BALANCE	<u>1,799,175.99</u>
	Total	20,417,177.99

Revenue	2,367,849.60
Less Expenses	<u>1,472,957.10</u>
Net	<u>894,892.50</u>
Total Fund Balance	<u>21,312,070.49</u>
Total Liabilities & Fund Balance	<u>22,005,423.30</u>

2025

Assets		
04-000-1000	CASH	980,318.90
04-000-1130	SURCHARGE INTEREST RECEIVABLE	3,618.30
04-000-1131	WATER SURCHARGE RECEIVABLE	67,498.93
04-000-1500	FIXED ASSETS	28,467,670.69
04-000-1540	LAND	164,021.96
04-000-1600	RESERVE FOR DEPRECIATION	20,222,047.29-
	Total Assets	<u>9,461,081.49</u>
Liabilities & Fund Balance		
04-000-2005	CUSTOMER REFUND	1,059.47
04-000-2250	UNEARNED REVENUE	9,027.04
04-000-2900	NOTES PAYABLE	2,048,338.04
	Total Liabilities	<u>2,058,424.55</u>
04-000-3000	INVESTED IN FIXED ASSETS	5,951,050.00
04-000-3250	FUND BALANCE	953,224.56
	Total	<u>6,904,274.56</u>
	Revenue	661,914.95
	Less Expenses	<u>163,532.57</u>
	Net	<u>498,382.38</u>
	Total Fund Balance	<u>7,402,656.94</u>
	Total Liabilities & Fund Balance	<u>9,461,081.49</u>

2025

Assets		
05-000-1000	CASH	89,451.91
05-000-1100	ACCOUNTS RECEIVABLE	50.00
05-000-1135	TRASH & GARBAGE RECEIVABLE	46,237.32
05-000-1140	INTEREST RECEIVABLE - TRASH	4,301.97
05-000-1500	FIXED ASSETS	596,937.03
05-000-1600	RESERVE FOR DEPRECIATION	373,223.90-
05-000-1900	DEFERRED FINANCING OUTFLOW	43,350.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	15,922.00
	Total Assets	<u>423,026.33</u>
Liabilities & Fund Balance		
05-000-2450	DEFERRED FINANCING INFLOW	5,642.00
05-000-2451	DEFERRED FINANCING INFLOW - OPEB	15,392.00
05-000-2700	COMPENSATED ABSENCES	32,326.17
05-000-2855	OPEB OBLIGATION	42,227.00
05-000-2860	NET PENSION LIABILITY	<u>123,069.00</u>
	Total Liabilities	218,656.17
05-000-3000	INVESTED IN FIXED ASSETS	223,712.00
05-000-3200	FUND BALANCE	<u>14,772.24-</u>
	Total	208,939.76
	Revenue	367,941.38
	Less Expenses	<u>372,510.98</u>
	Net	<u>4,569.60-</u>
	Total Fund Balance	<u>204,370.16</u>
	Total Liabilities & Fund Balance	<u>423,026.33</u>

City of Frostburg
COMM DEVELOPMENT SPECIAL PROJECTS FUND
BALANCE SHEET
AS OF: 04/30/25

2025

<hr/>		
Assets		
07-000-1000	CASH	18,258.48
	Total Assets	<u>18,258.48</u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	31,687.19
	Total	<u>31,687.19</u>
	Revenue	21.79
	Less Expenses	<u>13,450.50</u>
	Net	<u>13,428.71-</u>
	Total Fund Balance	<u>18,258.48</u>
	Total Liabilities & Fund Balance	<u>18,258.48</u>

2025

<hr/>		
Assets		
08-000-1000	CASH	29,568.33
	Total Assets	<u>29,568.33</u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
08-000-3200	FUND BALANCE	23,483.08
	Total	<u>23,483.08</u>
	Revenue	6,085.25
	Less Expenses	<u>0.00</u>
	Net	<u>6,085.25</u>
	Total Fund Balance	<u>29,568.33</u>
	Total Liabilities & Fund Balance	<u>29,568.33</u>

**CITY OF FROSTBURG
MONTHLY REPORT - TAXES
FOR THE MONTH ENDING APRIL 30, 2025**

Tax Type - Year	Principal Receivable at 03/31/25		Billings	Receipts		Abatements/ Adjustments	Principal Receivable at 04/30/25			
				Principal	Interest					
Real Estate - 20/21	\$	237.32	\$	-	\$	-	\$	237.32		
Real Estate - 21/22		244.30		-		-		244.30		
Real Estate - 22/23		14,174.91		-	10,293.41	5,200.34		3,881.50		
Real Estate - 23/24		46,282.19		-	1,979.83	564.30		44,302.36		
Real Estate - 24/25		192,726.74		-	9,011.73	847.56		183,715.01		
Real Estate Total	\$	253,665.46	\$	-	\$	21,284.97	\$	6,612.20	\$	232,380.49
Personal Prop - 23/24	\$	1,402.28	\$	-	\$	-	\$	-	\$	1,402.28
Personal Prop - 24/25		2,234.25		-		-		-		2,234.25
Personal Property	\$	3,636.53	\$	-	\$	-	\$	-	\$	3,636.53
Public Utility - 23/24	\$	-	\$	-	\$	-	\$	-	\$	-
Corporation - 21/22	\$	27.80	\$	-	\$	-	\$	-	\$	27.80
Corporation - 22/23		3,523.86		-		-		-		3,523.86
Corporation - 23/24		8,097.30		-	115.50	31.14		-		7,981.80
Corporation - 24/25		20,919.12	2,966.25		10,408.46	364.46		-		13,476.91
Corporation Total	\$	32,568.08	\$	2,966.25	\$	10,523.96	\$	395.60	\$	25,010.37
NST - Returned Check Fee	\$	30.00	\$	-	\$	30.00	\$	-	\$	-
Total	\$	289,900.07	\$	2,966.25	\$	31,838.93	\$	7,007.80	\$	261,027.39

`CITY OF FROSTBURG

Parks and Rec Monthly report

For the Month of April 2025

Submitted by: Gene Bittinger maintenance Supervisor

April 1 2025

Checked parks

Started putting mulch in the new Glendening playground

Helped water Dept. on new water line at Lion bathrooms

April 2 2025

Checked parks

Cleaned Hoffman park and restrooms

Worked on water regulator at Hoffman

Ran the drag on Community field

Filled in around cross country trial bridge

Graded parking lot at Lions field

Ran a drag on field 6

April 3 2025

Checked parks

Turned water on at the pool bath house, Small pool pavilion bathroom

Turned water on at the Lyons bathrooms

Started putting more mulch in the new Glendening play ground

April 4 2025

Checked parks

Put a drain in new play ground at Glendening

Put two loads of mulch in new play ground at Glendening

Turned invoices in

Opened up dumpster in the parks

April 7 2025

Checked parks

Started putting swing set hardware together for new playground

Put another 90 yds of mulch in new playground

Took tractor to Glendening

Unlocked and re locked bathrooms for floor guys

April 8 2025

Checked parks

Went to the Staff meeting

Cleaned up around new playground

Brought equipment back to the shop

Put new culvert pipe in at the new playground entrance

April 9 2025

Checked parks

Unloaded book truck for Patrick

Had City Hall generator, Day Care generator, Shop, Glendening tanks filled

Unlocked and locked bathrooms in parks for floor guys

April 10 2025

Checked parks

Cleaned East End for weekend rental

Picked up 8 skids of mulch

Unlocked and locked up Hoffman bathrooms for the floor guys

Put snow plows away

April 11 2025

Checked parks

Started putting up partitions in field 5 bathrooms

April 14 2025

Checked parks

Put new swings up at the new playground

Worked in bathrooms at field 5

Meant with Patrick at City Place

April 15 2025

Checked parks

Picked up trees for Glendening

Picked up marking lime for baseball teams and distribute it to fields

Installed two new trash cans at new playground

Worked on field 5 bathrooms

April 16 2025

Checked parks

Finished bathrooms at field 5

Put tools away

Took last skid of books to Armstrong's garage

Picked up stakes for Glendening trees

Fixed door closure on Bureau of mines main door

April 17 2025

Checked parks

Cleaned up around Hoffman and the Gym for the Easter egg hunt

Took safety fence down from around new playground

Mulched around trees at the new playground

Cleaned up after food giveaway

Took tables and cones to the Gym for egg hunt

Turned water on at the Trail head

April 21 2025

Checked parks

Took table and chairs to Armstrong's building

Dug holes for tree planting at Glendening

Cleaned up around the new playground

Cleaned up downed trees around the shop

Turned the invoices in

April 22 2025

Checked parks

Went to the Staff meeting

Cut grass at the Armory, Pool, Day Care, Dog Park, Greene ST, MT Pleasant, East End,
Hoffman and Glendening

April 23 2025

Checked parks

Cut grass at ST Mikes lot, Trail head and City Place lot

Got paint supplies ready for Finian Center people at East End

Started fixing walking trial to the pool

Took truck 41 to Ruby's for repair

Cleaned up paint supplies

April 24 2025

Checked parks

Picked up trash at Hoffman

Checked water pressure at the East End playground

Cleaned leaves out of the mulch at the Armory

April 25 2025

Checked parks

Started work on Glendening walking trials

Hung a bulletin board up at the Community Center

Checked on truck 41

April 28 2025

Checked parks

Finished spreading trial dust at Glendening

Brought equipment back to the shop

April 29 2025

Checked parks

Went to beautify the burg meeting

Cut grass at the pool, Armory, MT Pleasant, Hoffman, East End,

Meant with the electric company at City Place

Cut grass at the Dog Park

Started cutting Glendening

April 30 2025

Checked parks

Welded roller on table rack at City Place

Took a pump off at the pool and took it for repair
Drug baseball fields

CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: April 2025

Submitted by: (Supervisor) Shane Elliott & Ryan Whitaker

April 1, 2025 – Tuesday

- Picked up garbage route on west end of town
- Ran street sweeper on west end of town
- Worked on issues on the vacator blower system
- Removed litter off Main Street
- Straightened sign post on Main Street
- Marked miss utility tickets and checked them in on computer
- Cleaned up more debris around town where sweeper couldn't get
- Parged more concrete between the loss stones on parking lot wall
- Helped Rec. Dept. spread mulch at the Rec. Complex
- Picked up a package from over at MDE
- Removed dead animal in roadway on Water Street
- Worked on issues at Centennial pumping station again
- Put away Kimball Midwest order that arrived
- Emptied and cleaned out sweeper over at dump site

April 2, 2025 – Wednesday

- Picked up garbage route on east end of town
- Had spec meeting with Intercon Trucks for the new plow truck
- Checked all sewer pumping stations
- Removed litter on Main Street, Water and Broadway
- Checked on parking lot issue and found it to be on private property
- Took skid steer to Piney Dam to transfer a water valve
- Ran street sweeper on west end of town
- Marked miss utility tickets and checked them in on computer
- Checked on tree complaint and found it to be on homeowner property
- Took bills to be paid to city hall and deliveries over to MDE
- Checked sewer complaint, ran camera and found no issues in sewer main
- Marked an emergency miss utility ticket for sewer line repair
- Emptied and cleaned out sweeper over at dump site
- Washed off all sewer camera equipment after use

P.2

April 3, 2025 – Thursday

- Picked up garbage route in center section of town
- Checked on a sewer complaint – found to be outside city limits
- Fabricated new screen system for street sweeper
- Removed litter off Main Street
- Checked on garbage complaint on McCulloh Street
- Picked up supplies from Surplus City in LaVale
- Checked all sewer pumping stations
- Did much needed maintenance on street sweeper and filter system
- Ran sewer camera to locate service lines and outlets
- Checked on a delivery from PVIS that was deliver to job site
- Marked miss utility tickets and checked them in on computer
- Washed off sewer camera equipment after use
- Cleaned debris off catch basin grates around town
- Helped Rec. Dept. spread mulch at Rec. Complex
- Checked on sewer complaint on East Street, ran sewer camera in sewer main and found no issues and located sewer taps

April 4, 2025 – Friday

- Checked and emptied city trash cans where needed on Main Street
- Swept sidewalks off on Main Street where needed
- Marked miss utility tickets and checked them in on computer
- Checked on clogged storm drain complaint at Prichard Farm
- Picked up litter on Main Street
- Adjusted valves and brooms on sweeper before use
- Checked all sewer pumping stations
- Ran street sweeper in center section of town
- Swept garage bays and emptied shop trash cans
- Helped Rec. Dept. spread more mulch in Rec. Complex
- Checked all CSO locations and made a report
- Ran jetter in storm drain in Prichard Farm
- Emptied out jetter truck and filled fluids where needed
- Cleaned lunch room, office and rest room
- Picked up litter where needed all over town before the weekend
- Emptied and cleaned out sweeper over at dump site
- Called back to work due to sewer clog on Mt Pleasant Street

P.3

April 5, 2025 – Saturday – Checked CSO's and made a report

April 6, 2025 – Sunday – Checked CSO's and made a report

April 7, 2025 – Monday

- Checked and emptied city trash cans where needed on Main Street
- Ran street sweeper in center section of town
- Checked all sewer pumping stations – Ran weekly tests
- Took invoices to be paid to city hall
- Ran jetter truck in sewer main on Main Street
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera to inspect sewer main on Main Street for any issues
- Cleaned and disinfected camera after use
- Removed litter on Main Street, Water and Broadway
- Checked all CSO locations due to rain
- Removed plow and install bucket on backhoe
- Emptied and cleaned out street sweeper over at dump site
- Refilled jetter water tanks and checked other fluids after use
- Cleaned up around old MDE storage area and removed loads of debris

April 8, 2025 – Tuesday

- Picked up garbage route on west end of town
- Hauled a few more loads of debris away from old MDE site
- Changed out batteries and worked on electrical issues on truck #8
- Ran street sweeper in center section of town
- Marked miss utility tickets and checked them in on computer
- Checked all sewer pumping stations – Worked on issues at Centennial station
- Used bobcat to level off lower parking area in preparation of catch basin rebuild
- Removed litter on Main Street
- Set out sandbags, detour signs and stands for the Water Dept. due to water leak
- Updated vehicle handheld computer systems
- Removed tags, hand tools and city radio off old truck #3
- Checked out sewer complaint, ran sewer camera and found no issues
- Emptied and cleaned out sweeper over at dump site
- Contacted Gano Communications for a radio install on new truck #3

P.4

April 9, 2025 – Wednesday

- Picked up garbage route on east end of town
- Cleaned up grit and debris around catch basins where needed
- Ran street sweeper in center section of town
- Checked all sewer pumping stations
- Removed litter off Main Street
- Checked on sewer complaint on Main Street
- Marked miss utility tickets and checked them in on computer
- Picked up supplies from Cumberland Outdoor Power and Frostburg Rental
- Ran jetter in sewer service line
- Picked up a packaged that was delivered to MDE side of building
- Marked emergency miss utility ticket for sewer line repair
- Ran sewer inspection camera to locate issues in service line and notified homeowner of issues
- Refilled jetter water tank and other fluids where needed
- Emptied and cleaned out sweeper over at dump site
- Put Napa and Share deliveries away

April 10, 2025 – Thursday

- Picked up garbage route in center section of town
- Installed a metal deflector patch in street sweeper hopper
- Ran street sweeper in center section of town
- Checked all sewer pumping stations
- Ran jetter in sewer main on Water Street
- Checked manhole complaint on Main Street - installed newer lid
- Filled jetter water tanks and checked fluids
- Removed dead animal in roadway on Main Street
- Assisted Gano Communications in transferring city radio from one truck to another
- Picked up truck parts at J&J in Summerset PA
- Drained water from diesel safety tank
- Helped Rec. Dept. unload skids of mulch with bobcat
- Removed litter on Main Street
- Checked all CSO's due to rain event
- Marked miss utility tickets and checked them in on computer
- Emptied and cleaned out sweeper over at dump site
- Cleaned off catch basin grates and curb inlets where needed

P.5

April 11, 2025 – Friday

- Ran street sweeper in center section of town
- Emptied all city trash cans on Main Street
- Removed old and installed all new tarper kit on truck #14
- Cleaned off catch basin grates and curb inlets where needed
- Took all invoices to be paid to city hall
- Checked all CSO locations due to rain event
- Removed litter on Main Street and college section of town
- Checked all sewer pumping stations
- Replaced a few faded out and bent street signs
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera and marked depths of sewer main and service lines
- Emptied and cleaned out sweeper over at dump site after use
- Cleaned rest room, lunch room and swept out garage bays
- Washed off all sewer camera equipment after use

April 12, 2025 – Saturday

April 13, 2025 – Sunday

April 14, 2025 – Monday

- Picked up yard waste all over town
- Worked on electrical issues with tarper system on truck #14
- Checked and emptied city trash cans where needed
- Ran street sweeper in center section of town
- Marked Miss Utility tickets and checked them in on computer
- Picked up package from over MDE side of building
- Worked on new sewer line installation project on State Street
- Picked up litter on Main Street, Water and Broadway
- Checked damaged catch basin to see what supplies are needed for repairs
- Ran sewer camera to inspect sewer main and service lines on Main Street
- Checked all sewer pumping stations – ran weekly tests on systems
- Put away Kimball Midwest delivery
- Used hot water pressure washer to clean the garbage truck
- Picked up supplies at Lowes Home Center
- Emptied and cleaned out sweeper over at dump site
- Washed off all sewer camera equipment after use

P.6

April 15, 2025 – Tuesday

- Picked up garbage route on west end of town
- Used vactor truck to remove debris from catch basins
- Removed litter on Main Street
- Started building new forms in catch basin on Summit Place
- Marked miss utility tickets and checked them in on computer
- Checked on blacktop/curbing complaint just off Blair Street
- Removed dead animal in roadway
- Took sewer camera reel to Mail Room to have sent out for repairs
- Checked all sewer pumping stations
- Ran street sweeper on east end of town
- Emptied and cleaned out vactor truck over at dump site
- Ran sewer inspection camera in sewer main on State Street
- Washed off sewer camera equipment after use
- Filled fuel tanks and other fluids where needed in vactor and sweeper
- Emptied and cleaned out sweeper over at dump site
- Sent out an order to Core & Main for catch basin grates and frames needed
- Picked up litter and debris all over town due to windy conditions

April 16, 2025 – Wednesday

- Picked up garbage route on east end of town
- Checked on streets to be pothole patched next week
- Removed litter off Mian Street
- Finished installing concrete forms in catch basin
- Checked all sewer pumping stations
- Ran street sweeper on east end of town
- Checked on tree complaint in Dogwood Circle
- Took invoices and picked up mail at city hall
- Marked Miss Utility tickets and checked them in on computer
- Straightened a few bent sign posts around town
- Picked up supplies from PVIS in Cumberland
- Loaded up and took load of scrap tires to Smitty's
- Checked on several asphalt and yard damage complaints from the winter months in need of repairs
- Filled jetter water and fuel tanks after use
- Emptied and cleaned out sweeper at dump site
- Loaded up all supplies needed for tomorrows concrete pour

P.7

April 17, 2025 – Thursday

- Picked up garbage route in center section of town
- Loaded up rocks and debris from sewer line repair site on State Street
- Ran streets sweeper on east end of town
- Checked all sewer pumping stations
- Poured new concrete walls in catch basin on Summit Place
- Marked miss utility tickets and checked them in on computer
- Seeded and mulched area where sewer line was repaired
- Removed litter off Main Street
- Hauled a load of debris to Miller Bottom dump site
- Worked on troubleshooting electrical issues on truck #14
- Set out safety cones around work area until concrete has time to set up
- Washed off all concrete tools after use
- Emptied and cleaned out sweeper over at dump site after use

April 18, 2025 – Friday – Good Friday- Called out to mark miss utility ticket

April 19, 2025 – Saturday

April 20, 2025 – Sunday – Checked CSO's and made a report

April 21, 2025 – Monday

- Cleaned off blacktop tools and filled roller
- Ran street sweeper on east end of town
- Cut grass and weed eat several locations around town
- Sprayed blacktop truck bed with concentrate and filled fuel tank
- Removed litter on Main Street, Bowery and Center Street
- Checked all sewer pumping stations - Ran weekly tests
- Pothole patched several roadways/alleyways around town
- Marked miss utility tickets and checked them in on computer
- Seeded and mulched new sewer tap location on Mian Street
- Made new sewer tap at stone wall on Main Street
- Picked up delivery from over at MDE
- Emptied and cleaned out sweeper over at dump site
- Picked up debris that was left behind while blacktopping
- Checked on a few locations in need of blacktop curbing

P.8

April 22, 2025 – Tuesday

- Picked up garbage route on west end of town
- Cleaned off blacktop tools and filled roller
- Attended staff meeting at city hall
- Removed litter on Main Street
- Marked miss utility tickets and checked them in on computer
- Ran street sweeper on east end of town
- Straightened bed pan and sprayed bed on blacktop truck
- Checked all sewer pumping stations
- Investigated sewer backup on Main St.
- Pothole patched roadways and alleyways
- Ran sewer camera in main to locate tap location
- Installed new blacktop curbing in several locations where damaged
- Used Jetter truck to clean out sewer line on Main St.
- Checked on Pothole complaint on Shaw St.
- Emptied and cleaned out sweeper over at dump site
- Filled Jetter with fuel and water after use
- Picked up safety cones around catch basin work area

April 23, 2025 – Wednesday

- Picked up garbage route on east end of town
- Ran sewer push camera in service line to inspect for any issues
- Checked all sewer pumping stations – added degreaser in all pumping stations
- Ran street sweeper on east end of town
- Cleaned blacktop tools and filled roller
- Installed new starter on Water Department pickup truck
- Picked up litter on Main Street
- Rode West end of town to plan pothole patching
- Changed oil and filters in City Jeep
- Picked up parts and fluids from Carquest
- Had a special garbage pickup on Lee St.
- Put away Napa order
- Marked miss utility tickets and checked them in on computer
- Replaced sewer clean out cap on Broadway
- Washed off sewer camera equipment after use
- Emptied and cleaned out sweeper over at dump site

P.9

April 24, 2025 – Thursday

- Picked up garbage route in center section of town
- Filled sweeper water, fuel tanks and checked other fluids
- Cleaned off blacktop tools and filled roller
- Ran street sweeper in Prichard Farm
- Picked up a load of top soil to repair yards damaged by snow plows
- Checked all sewer pumping stations
- Pothole patched roadway and alleyways on east end of town
- Began repairing broken storm drain line on First St.
- Picked up litter on Main Street
- Installed new blacktop curb in alleyway off Blair Street
- Marked miss utility tickets and checked them in on computer
- Picked up grass seed and straw bales from Southern States
- Checked on sinkhole complaint on Timber Ridge Dr.
- Had a meeting in garage area with salesman from Mid-Atlantic waste systems
- Picked up chunks of blacktop and debris left behind while blacktopping
- Emptied and cleaned out sweeper over at dump site
- Started repairing plow damaged areas with top soil, seed and mulch

April 25, 2025 – Friday

- Checked and emptied city trash cans on Main Street before weekend
- Ran street sweeper on east end of town
- Cleaned rest room, lunch room and office area
- Swept out garage bays and emptied out shop trash cans
- Checked all sewer pumping stations
- Removed litter off Main Street, Bowery Street and College Avenue
- Cut grass on stone wall on Main Street
- Ran sewer camera to inspect storm drain for issues
- Marked miss utility tickets and checked them in on computer
- Cut roadway and used vac truck to excavate area around damaged storm line
- Used Backhoe to haul gravel to work site and backfill storm hole
- Jetted out storm line on Timber Ridge
- Poured concrete around storm inlet and reinstalled concrete curbing
- Washed mixer and all concrete tools off
- Emptied and cleaned out sweeper over at dump site

P.10

April 26, 2025 – Saturday

April 27, 2025 – Sunday

April 28, 2025 – Monday

- Checked and emptied city trash cans on Main Street
- Loaded up all blacktop tools and roller on Truck
- Washed off both garbage trucks and cleaned out both hopper bays
- Picked up litter on Main Street
- Fueled up roller and filled water tanks
- Checked all sewer pumping stations
- Pothole patched roadways in the West end of town
- Greased both garbage trucks and checked all fluids
- Ran Street Sweeper on Hill Top and Jones Ct.
- Cleaned off all blacktop tools after use
- Picked up blacktop debris after patching on Russel Ave.
- Removed cardboard debris blown around dog park
- Marked miss utility tickets and checked them in on computer
- Fixed street sign on Lee St. with new insert
- Removed tree limb from roadway on Frost Ave.
- Emptied and cleaned out sweeper at dump site

April 29, 2025 – Tuesday

- Picked up garbage route on west end of town
- Ran street sweeper on the East end of town
- Filled blacktop roller with furl and water
- Cleaned up around garage yard area
- Checked all sewer pumping stations
- Blacktop patched roadways on West end of town
- Marked miss utility tickets and checked them in on computer
- Looked over a few places to be blacktopped tomorrow
- Cleaned off Blacktop tools after use
- Emptied and cleaned out sweeper over at dump site
- Met with public works director to discuss bollard installation at Fire Department
- Ordered pump station locks from Frostburg Rental
- Called in a Miss Utility ticket for bollard installation at FD
- Picked up safety cones from work area on Timber Ridge
- Trimmed overhanging tree limb on Pine St.

P.11

April 30, 2025 – Wednesday

- Picked up garbage route on the east end of town
- Cleaned off all blacktop tools and filled roller with fuel and water
- Packaged up sewer camera for repairs
- Wiped down kitchen cabinets and countertops
- Ran street sweeper on East end of town
- Patched holes with blacktop throughout the West end of town
- Unloaded and put away East Jordan order
- Checked all sewer pumping stations
- Dropped off sewer camera at Mail Room to be shipped to repair center
- Picked up litter on Main Street
- Emptied and cleaned out bed of Truck 350
- Marked miss utility tickets and checked them in on computer
- Investigated sewer complaint on Village Parkway
- Added floater/ degreaser to sewer pump stations
- Greased tailgate latches on Truck 14
- Made a list of trees to be trimmed by contractor
- Emptied and cleaned out sweeper over at dump site

Monthly Report: Water Department

For the Month of April, 2025

Submitted by: Jim Williams, Supervisor

April 1, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed 200 foot of water line Sowers Field
- Final reading Victoria Lane
- Cleaned shop Hauled trash away

April 2, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Finished water line Sowers Field
- Changed meter Shaw St
- Read meter and turned water on W. Main St
- Hauled junk dirt away
- Data log Meshach Frost Village
- Turned water off 210 Lower Consul Rd leaking

April 3, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading First St.

- Read Monthly meters
- Drop off truck 20 to Red Ridge for oil change
- Spread mulch Glendening Park

April 4, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Monthly Meters
- Read Monthly meters
- Spread mulch Glendening Park

April 7, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Candlewick
- Installed new meter Armstrong Ave.
- Spread mulch Glendening Park
- Turn water on Talcott Ave.
- Repaired curb box Talcott Ave.

April 8, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Attended staff meeting
- Cleaned the shop
- Hauled the trash away
- Repaired a 6"-water line with assisted by contractor N. Water St.

April 9, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Final reading McCulloh St.
- Installed new meter Beall's Lane
- Checked low water compilate Ormand St. homeowner service line leaking
- Hauled junk dirt from shop to Miller Bottom

April 10, 2025

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Turn water on East End Playground
- Installed new sink faucet shop
- Repaired water meter Washington St. (plastic bottom)

April 11, 2025

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Final reading Armstrong Ave.
- Reread water meter Oak St. High Usage
- Installed new meter First St.
- Witness water pressure test Prichard Farm
- Turn water on Mill St.

April 14, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets

- Data log Tenant's Lane
- Installed new transmitter on meter Tenant's Lane
- Turn water on Depot for owner
- Installed new meter Armstong Ave.

April 15, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled trash away
- Pushed up 3-loads of crusher run
- Final reading Braddock Rd.
- Installed new meter Centennial St.

April 16, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- 6-final readings
- Attended meeting with Allegany County concerning new water line Depot Rd.
- Installed new water meter Centennial St.

April 17, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Emergency locate Burger King
- Final reading Wood St.
- Turn water on Trial Head
- Installed new meter Spring St.

- Repaired water meter Hill St.
- Turn water on Hill St. paid the bill
- Turn water on W. Main St. for homeowner was off for the winter
- Reread water meters Tennants Lane

April 18, 2025 City Holiday

April 21, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Out looking for major leak (Parkersburg Rd)
- Turned water on Tarn Terrace
- Final reading W. Main St
- Data log Jenkins St
- Read meters on Tennant's Lane "
- Helped Rec. Dept. Cut up trees

April22, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Installed new meter Bowery St
- Read meter E. Main St possible leak
- Cleaned Shop

April 23,2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Installed meter W. mechanic St

- Hauled trash away
- To truck 20 to Street Dept. for new starter
- Turn water on W. Mechanic St

April 24,2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Greased fittings on back hoe
- Maintenance on cut off saws

April 25, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Final reading Ormand St.
- Cleaned interior cab of utility truck

April 28, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Final reading Braddock Rd.
- Located, uncovered & marked water valve boxes on Main St. for S.H.A. for paving
- Installed new meter S. Water St.
- Installed new curb box & rod Ormand St.

April 29, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Cleaned the shop

- Hauled trash away
- Turn water off & back on Braddock Height's for plumber to installed new inside valve
- Installed new meter Braddock Height's
- Took truck 20 to Timbrook for a recall
- 4-final readings
- Cut the grass

April 30, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Emergency locate Aspinal St.
- Turn water off for nonpayment
- Final reading Paul St.
- Turn water back on from nonpayment
- Blew out curb box W. Main St. was on the shut off list

CITY OF FROSTBURG

Section 7, Item A.

Monthly Report: Police Department

For the Month of: April 2025

Submitted by: PCO II Charon Clark & Chief Nicholas Costello

IDENTIFIED INCIDENTS & COMPLAINTS for the Month

2024	580	2025	709
ARRESTS	On-View/Citations	3	
	Warrants Served/Obtained	2	
	Summonses Served	2	
	Juvenile Arrests & Citations	1	
	TOTAL	8	
C3I INVESTIGATIONS	Cases	1	
COMMUNITY POLICING	Logged Activities	5	
PARKING	Parking Violations	21	
PUBLIC SERVICE	Well-Being Checks	20	
	Emergency Petitions	2	
	Assist Other Agency	8	
	Request for Officer	32	
	Follow-Ups	24	
	Disturbance (Multiple Inc. Types)	28	
TRAFFIC	M/V Crashes	8	
	Traffic Details	43	
	DWI/DUI Arrests	1	
TRAFFIC STOPS	Total Number of Stops	157	
	Citations	20	
	Warnings	157	
	SEROs	1	
COLLECTIONS	Parking Meter Fines	\$0.00	
	Other Parking Fines	\$690.00	
	Parking Meter Collections	\$0.00	
	Municipal Infractions Paid	\$100.00	
	Parking Permits	\$0.00	
	Miscellaneous	\$70.00	
	Park Mobile	\$0.00	
	TOTAL	\$860.00	

Respectfully Submitted,

Nicholas J. Costello
Chief of Police

ORDINANCE 2025-01

FORMAL ADOPTION OF THE FISCAL 2025/2026 CORPORATE,
WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND
OPERATING BUDGETS FOR THE CITY OF FROSTBURG

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, MARYLAND, ENTITLED “**FORMAL ADOPTION OF THE FISCAL YEAR 2025/2026 CORPORATE, WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND OPERATING BUDGETS FOR THE CITY OF FROSTBURG**”

WHEREAS: Section 702 and 703 amended of the Frostburg City Charter provides for the adoption of a fiscal year budget beginning July 1, 2025 – June 30, 2026; and

WHEREAS: Said Charter mandates that the budget shall be adopted by the governing body in the form of an ordinance;

NOW, THEREFORE, in consideration of the foregoing, the Mayor and City Council of the City of Frostburg ordain and establish this ordinance as follows:

BE IT FURTHER RESOLVED that the following be set forth:

OPERATING BUDGETS:	See Attachment
TAXES:	See Attachment
WATER RATES:	See Attachment
SEWAGE RATES:	See Attachment
GARBAGE RATES:	See Attachment
MISCELLANEOUS FEES:	See Attachment

Introduction:	April 15, 2025
Public Hearing:	May 20, 2025
Adoption:	May 20, 2025
Effective:	June 9, 2025

ATTEST: MAYOR & CITY COUNCIL OF FROSTBURG

Lydia Claar, Acting Deputy City Admin

By: _____
Todd J. Logsdon, Mayor

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
01-000-4000	Taxes - Real Estate	\$ 3,080,000
01-000-4001	Personal Property Taxes	6,000
01-000-4002	Public Utility Taxes	220,000
01-000-4003	Corporation Taxes	85,000
01-000-4004	Prior Year Taxes	1,000
01-000-4005	Trailer Tax	1,600
01-000-4010	Interest on Taxes	35,000
01-000-4011	Tax Credits	(30,000)
01-000-4012	Tax Abatements	(3,000)
01-000-4013	Enterprise Zone Reimbursement	16,000
01-000-4020	Maryland Income Tax	700,000
01-000-4021	Admission Taxes	18,000
01-000-4022	Hotel Motel Tax	150,000
01-000-4023	Highway Use Tax	550,000
01-000-4024	Coal Tax	2,600
01-000-4025	Housing Authority	12,000
01-000-4027	Payment in Lieu of Taxes	3,900
01-000-4031	Liquor Licenses	10,000
01-000-4032	Traders Licenses	10,000
01-000-4040	Police Grants	40,000
01-000-4041	Parking	700
01-000-4043	Police Protection Grant	120,000
01-000-4045	Fines & Forfeitures	4,500
01-000-4047	Frostburg State University MOU	10,000
01-000-4049	School Resource Reimbursement	30,000
01-000-4050	Permits, Planning	2,500
01-000-4051	Building Permits	3,000
01-000-4052	Rental Licensing	75,000
01-000-4054	Construction Inspections	28,000
01-000-4055	Code Enforcement Citations	1,250
01-000-4056	Comm Dev Grant Revenue	110,000
01-000-4060	Swimming Pool	65,000
01-000-4062	Day Camp Registrations	18,000
01-000-4063	Recreation Activities	22,000
01-000-4200	Operating Transfer - Water Fund	126,300
01-000-4201	Operating Transfer - Sewer Fund	242,300
01-000-4202	Operating Transfer - Garbage Fund	24,500
01-000-4301	Rents	111,000
01-000-4302	HRD Appropriation	10,700
01-000-4303	Franchises	68,000
01-000-4304	Miscellaneous Revenue	4,000
01-000-4306	Project Reimbursement	2,169,000
01-000-4315	Proceeds from Fund Balance	268,425
01-000-4317	Special Revenue	666,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
01-000-4600	Interest Income	475,000
	Total Corporate Fund Revenue	\$ 9,563,275
	Corporate Fund Expenses	
	Executive	
01-100-5000	Salaries	\$ 22,200
01-100-5010	Social Security	1,700
01-100-5012	Workers Comp	175
01-100-5050	Legislative Contingencies	6,000
01-100-5104	Insurance - Public Officials	9,700
01-100-5150	Training	2,800
01-100-5160	Travel	5,700
01-100-5185	Professional Fees	30,000
	Total Executive	\$ 78,275
	Administrative	
01-110-5000	Salaries	\$ 175,800
01-110-5010	Social Security	13,400
01-110-5011	Pension	21,100
01-110-5012	Workers Comp	600
01-110-5013	Insurance - Health	34,600
01-110-5014	Insurance - Health Retiree	30,600
01-110-5015	Contribution - 457	2,000
01-110-5030	Employee Wellness	7,500
01-110-5050	Reserve For Contingencies	10,000
01-110-5102	Insurance - Gen Liab	150
01-110-5105	Insurance - Property	12,000
01-110-5106	Insurance - AD&D and Life	4,500
01-110-5111	Contributions - Tourism	120,000
01-110-5150	Training	1,200
01-110-5160	Travel	1,800
01-110-5185	Professional Fees	1,100
01-110-5191	Communications	12,000
01-110-5200	Advertising	6,400
01-110-5205	Legal	42,500
01-110-5207	Pension Administrative Fee	7,800
01-110-5210	Office Supplies	11,000
01-110-5220	Postage	28,000
01-110-5230	Computer Exp	14,000
01-110-5232	IT Licensing and Fees	40,500
01-110-5235	Digital Engagement	29,000
01-110-5301	Election	12,000
01-110-5391	Principal and Interest on Debt Service	154,700

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
01-110-5500	Building - Armory	12,000
01-110-5502	Building Maintenance	26,000
01-110-5550	Utilities - Building	16,000
01-110-5700	Bank Fees	300
01-110-5807	Capital Outlay	2,270,000
	Total Administrative	<u>\$ 3,118,550</u>
	Finance	
01-120-5000	Salaries	\$ 82,000
01-120-5010	Social Security	6,200
01-120-5011	Pension	9,700
01-120-5012	Workers Comp	200
01-120-5013	Insurance - Health	13,000
01-120-5015	Contribution - 457	625
01-120-5102	Insurance - Gen Liab	150
01-120-5105	Insurance - Property	4,500
01-120-5150	Training	1,000
01-120-5185	Professional Fees	1,000
01-120-5310	Auditing	85,000
01-120-5311	Actuarial Study	6,500
01-120-5313	Tax Collection	1,300
01-120-5810	RETSA Obligation	16,000
	Total Finance	<u>\$ 227,175</u>
	Community Development	
01-130-5000	Salaries	\$ 128,500
01-130-5010	Social Security	9,800
01-130-5011	Pension	15,400
01-130-5012	Workers Comp	350
01-130-5013	Insurance - Health	26,700
01-130-5015	Contribution - 457	1,500
01-130-5102	Insurance - Gen Liab	150
01-130-5105	Insurance - Property	4,500
01-130-5150	Training	750
01-130-5160	Travel	900
01-130-5185	Professional Fees	750
01-130-5320	Economic Development	8,000
01-130-5322	Planning	15,000
01-130-5323	Public Art	2,000
01-130-5822	Special Projects	20,000
	Total Community Development	<u>\$ 234,300</u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
	Code Enforcement	
01-140-5000	Salaries	\$ 81,000
01-140-5010	Social Security	6,200
01-140-5011	Pension	9,800
01-140-5012	Workers Comp	2,400
01-140-5013	Insurance - Health	26,700
01-140-5015	Contribution - 457	750
01-140-5100	Insurance - Auto	850
01-140-5102	Insurance - Gen Liab	150
01-140-5105	Insurance - Property	4,500
01-140-5150	Training	500
01-140-5160	Travel	500
01-140-5185	Professional Fees	400
01-140-5231	Software and Subscriptions	13,700
01-140-5330	Code Enforcement	5,000
01-140-5331	Construction Inspect	20,000
01-140-5332	Rental Inspection	1,000
01-140-5401	Auto Expense	500
	Total Code Enforcement	<u>\$ 173,950</u>
	Public Works Administration	
01-150-5000	Salaries	\$ 82,500
01-150-5010	Social Security	6,600
01-150-5011	Pension	9,800
01-150-5012	Workers Comp	1,800
01-150-5013	Insurance - Health	20,600
01-150-5015	Contribution - 457	800
01-150-5100	Insurance - Auto	850
01-150-5102	Insurance - Gen Liab	150
01-150-5105	Insurance - Property	3,000
01-150-5150	Training	1,750
01-150-5160	Travel	1,000
01-150-5185	Professional Fees	2,100
01-150-5193	One Call Concepts	2,200
01-150-5340	Engineering Equipment	3,000
01-150-5341	Mapping Supplies	8,000
01-150-5342	Public Works	7,400
01-150-5400	Gas, Oil, Grease	3,000
01-150-5420	Fleet lease	11,000
	Total Public Works Administration	<u>\$ 165,550</u>
	Total Admin and Executive Expense	<u>\$ 3,997,800</u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
	Public Safety	
01-160-5000	Salaries	\$ 1,152,300
01-160-5002	Salaries - Police Grants	40,000
01-160-5003	Court Time	13,000
01-160-5010	Social Security	91,000
01-160-5011	Pension	347,000
01-160-5012	Workers Comp	72,000
01-160-5013	Insurance - Health	259,700
01-160-5015	Contribution - 457	7,500
01-160-5100	Insurance - Auto	9,600
01-160-5102	Insurance - Gen Liab	1,300
01-160-5103	Insurance - Police Professional	12,000
01-160-5105	Insurance - Property	6,900
01-160-5150	Training	35,000
01-160-5170	Uniforms	13,000
01-160-5180	Safety Equipment	1,200
01-160-5181	Law Enforcement Equipment	18,500
01-160-5191	Communications	30,500
01-160-5206	C3I Clerical Support	6,000
01-160-5210	Office Supplies	5,000
01-160-5230	Computers	8,500
01-160-5350	FSU MOU	10,000
01-160-5380	Police Reform	31,000
01-160-5390	Miscellaneous Expense	4,000
01-160-5400	Gas, Oil, Grease	30,000
01-160-5401	Auto Expense	18,000
01-160-5420	Fleet Lease	61,000
01-160-5502	Jail and Office Maintenance	4,000
01-160-5550	Utilities - Public Safety	10,000
01-160-5851	Fire Dept Appropriation	269,525
	Total Public Safety	\$ 2,567,525
	Public Works - Street	
01-170-5000	Salaries	\$ 340,000
01-170-5010	Social Security	26,000
01-170-5011	Pension	40,800
01-170-5012	Workers Comp	18,000
01-170-5013	Insurance - Health	99,300
01-170-5015	Contribution - 457	1,500
01-170-5018	Unemployment	200
01-170-5100	Insurance - Auto	11,500
01-170-5102	Insurance - Gen Liab	600
01-170-5105	Insurance - Property	12,900
01-170-5150	Training	5,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
01-170-5170	Uniforms	8,000
01-170-5180	Safety Equipment	7,000
01-170-5191	Communications	15,000
01-170-5210	Office Supplies	1,500
01-170-5400	Gas, Oil, Grease	30,000
01-170-5420	Fleet Lease	51,000
01-170-5550	Utilities - Building	7,000
01-170-5711	Salt & Abrasives	150,000
01-170-5712	Sign Maintenance	15,000
01-170-5713	Street Equipment Maintenance	120,000
01-170-5714	Street Lighting	100,000
01-170-5715	Street Maintenance Repairs	136,000
01-170-5716	Street Shop Equipment	70,000
01-170-5717	Street Lighting Repairs	48,500
01-170-5800	Capital Outlay	596,000
01-170-5861	Street Paving	150,000
01-170-5865	Parking Lot Maintenance	42,500
	Total Public Works - Street	\$ 2,103,300
	Recreation	
01-180-5000	Salaries	\$ 305,000
01-180-5010	Social Security	23,200
01-180-5011	Pension	33,100
01-180-5012	Workers Comp	16,100
01-180-5013	Insurance - Health	91,700
01-180-5015	Contribution - 457	1,750
01-180-5100	Insurance - Auto	2,900
01-180-5102	Insurance - Gen Liab	600
01-180-5105	Insurance - Property	17,600
01-180-5150	Training	300
01-180-5160	Travel	750
01-180-5170	Uniforms	5,000
01-180-5181	Safety Equipment	500
01-180-5400	Gas, Oil, Grease	10,000
01-180-5420	Fleet Lease	23,000
01-180-5503	Armory Expense - Gym	9,000
01-180-5504	Community Center	18,000
01-180-5510	City Place	13,000
01-180-5550	Utilities	9,000
01-180-5720	Beautify The Burg Expense	1,500
01-180-5721	Rec Equipment Maintenance	13,000
01-180-5722	Rec League Appropriations	5,000
01-180-5723	Rec Park Maintenance Expense	58,000
01-180-5724	Street Trees	7,500

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
01-180-5725	Trailhead Maintenance Expense	2,000
01-180-5726	Recreational Programs	11,500
01-180-5772	Trash Removal	12,000
01-180-5800	Capital Outlay	55,000
	Total General Recreation	<u>\$ 746,000</u>
	Recreation-Pool	
01-181-5000	Salaries	\$ 72,000
01-181-5010	Social Security	5,500
01-181-5012	Workers Comp	3,800
01-181-5108	Unemployment	200
01-181-5507	Pool Operating	39,000
	Total Pool	<u>\$ 120,500</u>
	Recreation - Day Camp	
01-182-5000	Salaries	\$ 24,000
01-182-5010	Social Security	1,850
01-182-5012	Workers Comp	1,300
01-182-5108	Unemployment	200
01-182-5507	Day Camp Operations	800
	Total Day Camp	<u>\$ 28,150</u>
	Total Recreation	<u>\$ 894,650</u>
	Total Corporate Fund Expenses	<u><u>\$ 9,563,275</u></u>
	Corporate Fund Net Income (Loss)	<u><u>\$ -</u></u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
Water Fund Revenues		
02-000-4000	Water Service Revenue	\$ 1,623,750
02-000-4001	Interest Earned - Water	3,600
02-000-4315	Proceeds from Fund Balance	180,000
02-000-4402	Sale of Meters	5,000
02-000-4403	Tapping Fees	5,600
02-000-4404	Sundry Sales	2,500
02-000-4600	Interest Income	24,000
	Total Water Revenue	\$ 1,844,450
Water Fund Expenses		
Water - Administration		
02-190-5000	Salaries	\$ 73,000
02-190-5010	Social Security	5,500
02-190-5011	Pension	8,700
02-190-5012	Workers Comp	1,300
02-190-5013	Insurance - Health	15,300
02-190-5015	Contribution - 457	850
02-190-5313	Collection Expense	2,200
02-190-5370	FMHA Bond	900
02-190-5600	Corporate Overhead	126,300
	Total Water Administration	\$ 234,050
Water - Filtration		
02-192-5102	Insurance - Gen Liab	\$ 1,400
02-192-5105	Insurance - Property	25,400
02-192-5106	Insurance - Boiler & Machinery	10,800
02-192-5521	Pumping System Expense	95,000
02-192-5522	Purification Plant Maintenance	50,000
02-192-5710	Filtration Contract Payment	620,000
	Total Water Filtration	\$ 802,600
Water - Supply		
02-194-5000	Salaries	\$ 34,500
02-194-5010	Social Security	2,600
02-194-5011	Pension	4,100
02-194-5012	Workers Comp	1,700
02-194-5015	Contribution - 457	100
02-194-5506	Hydro Facility Expense	5,000
02-194-5550	Utilities - Water Supply	5,000
02-194-5730	Water Supply Expense	50,000
	Total Water Supply	\$ 103,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
	Water - Distribution	
02-196-5000	Salaries	\$ 273,000
02-196-5010	Social Security	20,800
02-196-5011	Pension	27,000
02-196-5012	Workers Comp	13,300
02-196-5013	Insurance - Health	76,400
02-196-5015	Contribution - 457	1,000
02-196-5100	Insurance - Auto	4,600
02-196-5102	Insurance - Gen Liab	1,400
02-196-5105	Insurance - Property	6,400
02-196-5150	Training	2,000
02-196-5170	Uniforms	4,000
02-196-5180	Safety Equipment	6,600
02-196-5191	Communications	13,000
02-196-5210	Office Supplies	1,000
02-196-5390	Miscellaneous Expense	1,000
02-196-5400	Gas, Oil, Grease	17,000
02-196-5420	Fleet Lease	33,000
02-196-5505	Crestview Pumping Station Expense	12,500
02-196-5550	Utilities - Water Distribution	5,000
02-196-5700	Distribution Expense	61,800
02-196-5701	Distribution Pipe Expense	11,000
02-196-5702	Equipment Maintenance	8,000
02-196-5703	Fire Hydrants Expense	5,000
02-196-5704	Transmission Mains Expense	80,000
02-196-5740	Meters Expense	20,000
	Total Water Distribution	<u>\$ 704,800</u>
	Total Water Fund Expenses	<u><u>\$ 1,844,450</u></u>
	Total Water Fund Net Income (Loss)	<u><u>\$ -</u></u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
Sewer Fund Operating Revenues		
03-000-4000	Sewer Charges	\$ 1,799,000
03-000-4001	Interest Earned - Sewer	4,275
03-000-4404	Sundry Sales	1,500
03-000-4503	Sewer Tap Fees	5,500
03-000-4600	Interest Income	44,000
	Total Sewer Operating Revenue	\$ 1,854,275
Sewer Operating Expenses		
Sewer - Administration		
03-210-5000	Salaries	\$ 73,000
03-210-5010	Social Security	5,500
03-210-5011	Pension	8,700
03-210-5012	Workers Comp	1,300
03-210-5013	Insurance - Health	15,300
03-210-5015	Contribution - 457	850
03-210-5313	Collection Expense	2,700
	Total Sewer Administration	\$ 107,350
Sewer - Operating		
03-211-5000	Salaries	\$ 202,000
03-211-5010	Social Security	15,300
03-211-5011	Pension	28,400
03-211-5012	Workers Comp	11,000
03-211-5013	Insurance - Health	53,500
03-211-5015	Contribution - 457	1,800
03-211-5100	Insurance - Auto	1,700
03-211-5102	Insurance - Gen Liab	750
03-211-5105	Insurance - Property	9,000
03-211-5150	Training	1,000
03-211-5170	Uniforms	3,000
03-211-5180	Safety Equipment	1,000
03-211-5191	Communications	2,400
03-211-5400	Gas, Oil, Grease	10,000
03-211-5420	Fleet Lease	21,000
03-211-5520	Pumping Station Maintenance	6,000
03-211-5600	Corporate Overhead	242,300
03-211-5761	Sanitary Commission Charges	1,216,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800
03-211-5763	Sewer Operating Expense	50,000
03-211-5764	Sewer Pumping Expense	9,000
03-211-5805	Capital Outlay - Sewer Projects	50,000
	Total Sewer Operating	\$ 1,946,950

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
	Total Sewer Operating Expenses	\$ 2,054,300
	Sewer Operating Net Income (Loss)	\$ (200,025)
	CSO Revenue	
03-220-4520	CSO Surcharge Revenue	\$ 401,000
03-220-4521	Interest Earned - CSO Surcharge	1,800
03-220-4317	Special Revenue	150,000
03-220-4530	Project Reimbursements	1,489,000
03-200-4540	Proceeds of Debt	952,000
	Total CSO Revenue	\$ 2,993,800
	CSO Expenses	
03-220-5391	Interest Expense	\$ 3,025
03-220-5392	Debt Redemption	23,750
03-220-5800	Capital Outlay	2,767,000
	Total CSO Expense	\$ 2,793,775
	CSO Net Income (Loss)	\$ 200,025
	Sewer Fund Net Income (Loss)	\$ -
	Water Surcharge Fund Revenue	
04-000-4000	Water Tap Surcharge	\$ 652,000
04-000-4001	Interest Earned - Surcharge	3,000
04-000-4405	Project Reimbursements	120,000
04-000-4600	Interest Income	40,000
	Total Water Surcharge Revenue	\$ 815,000
	Water Surcharge Fund Expenses	
04-200-5313	Collection Expense	\$ 2,200
04-200-5391	Interest Expense	42,425
04-200-5392	Debt Redemption	421,675
04-200-5800	Capital Outlay	172,000
04-200-5802	Capital Repairs	45,000
	Total Water Surcharge Expense	\$ 683,300
	Water Surcharge Net Income (Loss)	\$ 131,700

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2026**

Section 8, Item B.

ACCOUNT	DESCRIPTION	AMOUNT
Garbage Fund Revenues		
05-000-4000	Trash & Garbage Charges	\$ 534,600
05-000-4104	Interest Earned - Garbage	3,000
05-000-4404	Sundry Sales	1,950
05-000-4600	Interest Income	3,500
	Total Garbage Revenue	<u>\$ 543,050</u>
Garbage Fund Expenses		
Garbage Fund - Administration		
05-230-5000	Salaries	\$ 55,000
05-230-5010	Social Security	4,100
05-230-5011	Pension	6,400
05-230-5012	Workers Comp	800
05-230-5013	Insurance - Health	12,200
05-230-5015	Contribution - 457	850
05-230-5313	Collection Expense	750
	Total Garbage Administration	<u>\$ 80,100</u>
Garbage Operating		
05-232-5000	Salaries	\$ 91,000
05-232-5010	Social Security	6,900
05-232-5011	Pension	10,900
05-232-5012	Workers Comp	4,400
05-232-5013	Insurance - Health	34,400
05-232-5015	Contribution - 457	750
05-232-5100	Insurance - Auto	2,600
05-232-5102	Insurance - Gen Liab	400
05-232-5105	Insurance - Property	5,900
05-232-5170	Uniforms	3,000
05-232-5180	Safety Equipment	1,000
05-232-5210	Office Supplies	1,000
05-232-5400	Gas, Oil, Grease	14,000
05-232-5600	Corporate Overhead	24,500
05-232-5770	Ash Dumpster	8,500
05-232-5771	Bulk Cleanup Expense	10,000
05-232-5772	Landfill Charges	130,000
05-232-5773	Sanitation Operating Expense	60,000
05-232-5774	Yard Waste Composting	1,500
	Total Garbage Operating	<u>\$ 410,750</u>
	Total Garbage Expenses	<u>\$ 490,850</u>
	Garbage Net Income (Loss)	<u>\$ 52,200</u>

REAL ESTATE TAXES: \$0.70 per \$100 of Assessed Value

The interest rate on real estate taxes is 1.5% per month after the due date.

TRAILER/MOBILE HOME TAXES: \$5.00 per lot per month on each occupied mobile home lot; taxes are payable monthly by the landowner

PERSONAL PROPERTY TAXES: \$1.50 per \$100 of Assessed Value

Personal property taxes are assessed and billed monthly throughout the fiscal year by the City as assessment certifications are received from the State Department of Assessments and Taxation. The due date for personal property taxes is not less than 30 days after the billing date. The interest rate on personal property tax is 1.5% and is added monthly to any delinquent amount due.

WATER SHUT OFF PENALTY:\$48

AFTER HOURS WATER RECONNECTION FEE:\$80

SUPPLEMENTAL WATER METER READINGS.....\$10

REJECTED PAYMENT CHARGES (CHECK, ACH, CREDIT AND DEBIT CARD)

First Offense\$30

Second and Continuing Offense\$50

OTHER FEES

Administrative rebilling fee\$10 per billing

Interest..... 1½ % per month on unpaid balances

ELECTRONIC PAYMENT PROCESSING FEES (For payments processed in person at the Municipal Center at 37 Broadway and online tax payments and utility payments)

Credit Cards.....percentage of the total transaction as required per Vendor (not less than 2.95%)

E-Checks (Remitted via the City's website)..... Transaction fee is paid by the City

ELECTRONIC PAYMENT PROCESSING FEES (Permit and rental licensing online payments only)

Credit or debit card3.25% of the total transaction amount (\$2.00 minimum)

ELECTRONIC PAYMENT PROCESSING FEES (Debit or credit card payments through Square only)

Card presented in person and entered electronically3.75%

Card entered manually.....4.75%

WATER RATES

WATER CONSUMPTION	<u>IN CITY CUSTOMERS</u>
0 – 50,000 gallons per billing.....	\$6.21/1,000 gallons
50,001 gallons per billing and over.....	\$11.88 /1,000 gallons

Based on an evaluation of water consumption on an annual basis in February each year, in-city customers who typically consume an average of 1,000,000 gallons per month over a 12 month period are billed for water consumption as follows:

0 – 500,000 gallons per billing.....	\$6.21/1,000 gallons
500,001 gallons per billing and over.....	\$11.88/1,000 gallons

WATER CONSUMPTION	<u>INDIVIDUAL CUSTOMER ACCOUNTS OUTSIDE CITY</u>
0 – 50,000 gallons per billing.....	\$9.32/1,000 gallons
50,001 gallons per billing and over.....	\$17.82/1,000 gallons

	<u>BULK DELIVERY TO ALLEGANY COUNTY</u>
All water consumption.....	\$3.97/1,000 gallons

SEWER RATES

Billed based on water consumption	<u>ALL CUSTOMERS</u>
0 – 50,000 gallons per billing.....	\$11.80/1,000 gallons
50,001 gallons per billing and over.....	\$15.25/1,000 gallons

WATER SURCHARGE

Surcharge per unit or equivalent	
In-City Frostburg customers	\$8.30/month
Out of City customers	\$8.30/month
County customers except Eckhart.....	\$8.30/month
County customers - Eckhart	\$2.96/month

CSO (Combined Sewer Overflow) SURCHARGE

Surcharge per unit or equivalent	\$7.00/month
--	--------------

ServLine Residential Leak Insurance	\$1.70/month
--	--------------

Single family residential units are automatically enrolled in the program coverage unless the customer opts out of this service by contacting ServLine at 1-800-XXXX.

GARBAGE RATES

Residential customers.....	\$18.00/month
In-City residential recycling credit (requires enrollment with Burgmeier's)	\$3.00 per month

Special Garbage Charges

A special garbage collection can be scheduled for a prepaid fee of \$75 per load.

An excess trash charge of \$75 will be assessed to the property owner for each load over the first pick-up truck sized load during bulk pick-up.

SALE OF BULK WATER – \$100 is due with the Application for Bulk Water. Upon approval by the Director of Public Works, water is billed at \$10 per 1,000 gallons and payable within 30 days. Written documentation of water usage must be provided by the approved user.

WATER CONNECTIONS

Fee applicable to in-city and out-of-city connections – credits applicable to in-city connections only

Tap Size	Tap & Connection Fee	less applicable connection credit	New Connection Credit (new tap is made to line by City Water Dept.)	Residential Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. subdivisions))	Commercial Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. new shopping center))	Redevelopment Credit (issued when new tap is made to line for <u>existing or razed</u> structure for sprinkler system)
3/4"	\$1,500		-	\$1,000	\$1,000	\$600
1"	\$1,800		-	\$1,200	\$1,200	\$800
1 1/2"	\$3,000		-	\$2,000	\$2,000	\$1,500
2"	\$4,500		-	\$2,500	\$2,500	\$2,500
4"	\$6,000		-	n/a	\$3,000	\$3,000
6"	\$9,000		-	n/a	\$4,500	\$4,500
8"	\$12,000		-	n/a	\$6,000	\$6,000
Taps 10" and larger will be priced by City Engineer						

SEWER CONNECTIONS

Use Type	Tap & Connection Fee	less applicable connection credit	New Connection Credit (new tap is made to line by City Street Dept.)	Existing Tap Credit (issued if tap is pre-existing (e.g. subdivisions))	Redevelopment Credit (issued when new tap is made to line for <u>existing or razed</u> structure(s))
Single Family Residential (including townhouse & twin family where each unit is on a fee-simple lot)	\$2,000		\$ -	\$1,500	\$500
Two-family & Multi-family *	\$2,500		\$ -	\$2,000	\$500
Commercial *	\$3,000		\$ -	\$2,500	\$500

* Fee may be higher if actual costs incurred are greater

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

WATER METER FEES complete with 1 check valve and 1 coupling

<i>Meter size</i>	<i>Meter + Registry</i>	<i>Additional Coupling</i>	<i>Additional Check Valve</i>
Water meter bottom	\$25	-	-
≤ 3/4"	\$450	\$25	\$125
1"	\$900	\$30	\$225
1 1/2"	\$1,000	\$85	Supplier cost plus 10%
2"	\$1,200	\$110	Supplier cost plus 10%
<i>Meters larger than 2" shall be priced by City Engineer</i>			
Water meter registry only		\$225	
Water meter excluding registry	"Meter + Registry" fee above less \$225		

EXTENDED SEWER & WATER TAPS: RESIDENTIAL/COMMERCIAL

Note: This extended sewer and water tap charge applies to new building and/or conversion building and shall be assessed at the time the building permit is issued.

Add \$0 for each additional unit over 1 \$0 each (water)

LAND USE AND BUILDING PERMIT FEES

Call City Hall for the number of inspections required as they vary by project. The inspection fee is based on use type.

Residential Permit Fees

Single Family \$75
 Twin Dwelling/ Two-Family \$100
 Renovation (Structural Changes) \$25

Single and Two-Family Sprinkler Rebate \$500

After the Use & Occupancy Permit has been issued by the City following the construction of a new single or two-family home with a sprinkler system (required by State Law), a rebate will be issued to the property owner.

Residential Inspection Fees

Inspections \$75 per inspection

Electric Service

100-200 amp \$100 per service
 400 amp \$150 per service

Plan Review (non-refundable) \$100 per hour

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Commercial and Multi-Family Permit Fees

Multi-Family Housing.....	\$50 per unit
Commercial.....	\$100 plus \$0.05 per square foot
Renovation (Structural Changes).....	\$25

Commercial and Multi-Family Housing Inspection Fees

Multi-Family	\$75 per inspection plus cost of electric service
Plan Review (non-refundable).....	\$125 per hour
Commercial (retail, assembly, restaurant and similar spaces)	
First 5,000 square feet.....	\$0.95 per square foot
Additional square footage	\$0.25 per square foot
Office Space	\$0.50 per square foot
Hotel	\$300 per room for first 20 rooms
Additional rooms	\$100 per room
Electric Service	
100-200 amp	\$125 per service
400 amp	starting at \$175 per service
600 amp	\$375 per service
800 amp	\$675 per service
1000 amp	\$925 per service
Transfer Switch -	\$50 in addition to service cost

Commercial re-inspections are minimum of \$125 per trip.

Other occupancies, change of occupancy, and remodel prices are determined by the inspector.

Residential and Commercial Accessory Structures and Additions (sq. ft. based on total floor area)

<300 square feet.....	\$10
300-899 square feet.....	\$40
>900 square feet.....	\$75
Fences/Swimming Pools.....	\$25
Retaining walls >30" in height	\$25

Residential and Light Commercial Photovoltaic Inspection

First 5,000 KWA.....	\$175
Price per additional KWA, up to 1 megawatt	\$25
Battery	\$50
Plan Review (residential installations).....	\$80
Plan Review (commercial installations).....	\$125
Car charger.....	\$50

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Energy/Telecom Structure (per new structure) \$50
Plan review, inspections, and/or grading permit may be required depending on project

Demolition Permit & Inspection Fees

Demolition \$25
 Demolition of Structure damaged by fire or other natural disaster, or listed on the
 Code Enforcement Blighted Property List \$0.00
 Inspections (typically 2) \$75 per inspection

Emergency or re-inspections if work is not ready for inspection \$100

Grading

If an Allegany Soil Conservation District review is required, ASCD will charge fees based on the official ASCD fee schedule, in addition to, or in lieu of, City of Frostburg fees.

Forest Harvest \$25
 Minor/Standard Plan \$25
 Major Plan \$100
 Street Entrance \$25
 Stormwater Facility \$100

Sign Permits (See City Zoning Ordinance § 7 for Signs requiring a Permit)

Sign area is determined per the City Zoning Ordinance § 7

Replacement of lettering or light panel on existing sign structure \$0
 Directional, instructional, or “wayfinding” sign \$0
 Less than 25 square feet \$30
 25 to 60 square feet \$45
 61 to 180 square feet \$75
 Greater than 180 square feet \$150
 Electronic Messaging Centers (EMCs) permit fee based on size + \$100

Other Permit Fees

Open Cut Permit \$25
 Zoning Certification \$0
 Home Occupation Permit \$25
 Residential Occupancy Permit \$0
 Commercial Use and Occupancy Permit \$25

Solicitor Permits

Door to Door (effective for one year from date of issuance) \$25
 Short-Term Mobile/Temporary Business Unit \$50
 Seasonal Mobile/Temporary Business Unit \$75
 Long-Term Mobile/Temporary Business Unit \$150
 One-Time Special Event \$0

Subdivision Review

Consultation Meeting	\$0
Formal Application (water/sewer/public road available at site)	\$200
Formal Application (review of off-site infrastructure extension included).....	\$400

Board of Zoning Appeals

Special Exception	\$250
Variance.....	\$250
Administrative Error	\$150

Re-Zoning Request

Zoning Map Error or Map Change.....	\$100
-------------------------------------	-------

MISCELLANEOUS PERMIT FEES

Burning Permit	\$0
Chicken License.....	\$30

POLICE DEPARTMENT

Parking Violations	
Handicap Only	\$50
Fire Hydrant Violations	\$50
All Others	\$30
Second offense or continuing violations may be doubled.	

Late Fee: A fee of \$5 is added when parking tickets are delinquent. Thirty days after delinquency, a ticket may be flagged with MVA and the original fine will be doubled.

Vehicles may be towed if they have accumulated three or more unpaid violations thirty (30) days after the issuance of first violation.

Parking Permits (City Place lot)

The permit fee is \$40 per month or \$400 for an annual permit which is purchased in advance.

Parking Permits (all other City parking lots)

The permit fee is \$20 per month or \$200 for an annual permit which is purchased in advance.

Copies	\$10.00
--------------	---------

RENTAL HOUSING LICENSING & INSPECTION

Initial Rental Licensing
License per unit, prior to occupancy.....\$40

Rental License Renewal
Annual License per unit, by February 1.....\$40
Annual License per unit, by March 1.....\$50
Annual License per unit, by April 1.....\$100
Annual License per unit, after April 1.....\$100 + \$250 citation

Rental units will forfeit any “*grandfathering*” if not licensed and fees paid by June 1st.

Rental Housing Annual License Fee includes one primary rental housing inspection to occur once every three (3) years by City licensed Rental Housing Inspector, and one reinspection (if required).

Second and Subsequent Re-inspection Fee (if required); to be paid to the City.....\$25

DOCUMENTS

Zoning Ordinance \$8.00
Subdivision Regulations..... \$5.00
Rental Housing Code.....\$5.00
Rental Unit Verification.....\$5.00
Comprehensive Plan..... \$5.00
Personnel Policy \$6.00
Miscellaneous copies.....\$0.10 per page

(Remainder of page is intentionally blank.)

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

RECREATION FEES

	City Resident	Non-City Resident	
Community Center	\$300/day \$ 40/hour	\$350/day \$ 50/hour	(\$150 Security Deposit)
Preston Amphitheater	\$300/day \$ 40/hour	\$350/day \$ 50/hour	(\$250 Security Deposit)
City Place			
Hall	\$300/day \$ 40/hour	\$350/day \$ 50/hour	(\$150 Security Deposit)
Meeting Room	\$150/day \$ 25/hour	\$175/day \$ 35/hour	
Pavilion Rentals	\$ 50/day	\$ 65/day	

Additional charges may apply for damages and police response as set forth in the rental agreement.

Armory Gym Rental	\$ 35/hour/month \$ 15/hour	\$ 50/hour/month \$ 20/hour	
	\$ 55/hour/month \$ 25/hour		
Armory Special Event	\$ 40/hour	\$ 50/hour	(\$150 Security Deposit)
Field Rental	\$ 75/day \$ 25/hour	\$ 90/day \$ 35/hour	
Rec Facility Key Deposit	\$40/key	\$40/key	
Special Event Fee (all buildings; events ending after 11:00pm)	\$50 per hour		
League Participation Fee (non-City residents)	\$5 per person		

RECREATION FEES – DAY CAMP

Daily Rate.....	\$22 per child
Weekly Rate (5 day weeks).....	\$105 per child
Weekly Rate (3 day weeks).....	\$66 per child

RECREATION FEES – SWIMMING POOL**Daily Pool Admissions**

Adults - \$6.00

Children (age 5 – 17) - \$5.00

Children (age 4 and under) – Free with a paying adult

Group Rate (15 or more ages 5 & up) - \$1.00 off each admission

Pool Passes		City Resident	Non-City Resident
Individual Season Pass	1 Pass	\$ 60.00	\$ 70.00
	2 Passes	\$115.00	\$135.00
	3 Passes	\$165.00	\$195.00
	4 Passes	\$210.00	\$250.00
	5 Passes	\$250.00	\$300.00
	6 Passes	\$285.00	\$345.00

Individual Season Passes can only be purchased in increments of 6 or less.

15 Swim Punch Pass:	1 for \$60.00	15 admissions ~	\$4.00/admission
	2 for \$110.00	30 admissions ~	\$3.67/admission
	3 for \$150.00	45 admissions ~	\$3.33/admission
	4 for \$180.00	60 admissions ~	\$3.00/admission

*If purchasing 4 or more punch passes, each additional 15 swim punch pass is \$45.00 if purchased on the same day. **Punch passes are valid for individual or group entry for up to 15 admissions per pass.**

 Todd J. Logsdon, Mayor

ATTEST: _____
Lydia Claar, Acting Deputy City Administrator

CITY OF FROSTBURG
HOTEL/MOTEL TAX ALLOCATIONS - FY26
REFLECTED IN ACCOUNT 01-110-5111 (CONTRIBUTIONS - TOURISM)

ORGANIZATION	AMOUNT
FrostburgFirst Operating	\$ 30,000
Classy Chassis Car Club/Cruisin Main Street	1,500
FSU Cultural Event Series	7,000
Elk's Derby Day	2,500
House and Garden Club	3,000
Children's Lit. Center/Storybook Holiday	3,000
Frostburg Museum	10,000
Allegany Arts Council	2,500
Arion Band (Charter Provision \$500)	1,000
Palace Theater	5,000
FSU Appalachian Festival	2,500
Holiday Lamppost Committee	6,000
Mountain Maryland Trails	5,000
Allegany Museum/Thrasher Carriage Museum	5,000
Savage Mountain Punk Fest	2,000
FSU TV-3	2,499
FSU Center for Literary Arts	1,500
WMSR	20,000
FSU WFWM Radio 91.9 FM	1,500
Camp Hope	2,500
Frostburg Little League	1,960
MCCA - Beyond the State	1,500
FBPA	2,500
Total Allocated to Outside Organizations	\$ 119,959

ORDINANCE NO. 2025-02

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO REPEAL AND RE-ENACT WITH AMENDMENTS SECTION 6-7 OF THE CITY CODE PERTAINING TO THE CITY’S LEAK ADJUSTMENT POLICY FOR WATER LEAKS FOR THE PURPOSE OF ESTABLISHING A LEAK PROTECTION PROGRAM, WHEREBY CUSTOMERS WHO ARE RENDERED INELIGIBLE FOR RELIEF UNDER THE LEAK ADJUSTMENT POLICY CAN OBTAIN RELIEF BEYOND THAT WHICH IS AVAILABLE UNDER THE LEAK ADJUSTMENT POLICY.”

WHEREAS, the City’s Leak Adjustment Policy is set forth in Section 6-7 of the City Code;

WHEREAS, the Mayor and City Council decided to establish a Leak Protection Program whereby responsibility for the adjustment of the water bill portion of utility bills for certain residential customers will be shifted from the City under the Leak Adjustment Policy to a third-party service provider under the Leak Protection Program;

WHEREAS, the benefits afforded by third-party service providers under the Leak Protection Program will exceed those which are provided by the City under the Leak Adjustment Policy;

WHEREAS, customers who are eligible to participate in the Leak Protection Program will be required to pay a small fee to receive Leak Protection Program benefits;

WHEREAS, customers eligible for relief under the Leak Adjustment Policy will be permitted to opt out of the Leak Protection Program, but said customers will remain ineligible for relief under the Leak Adjustment Policy; and

WHEREAS, it is expected that the Leak Protection Program will benefit the City and eligible customers.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that Section 6-7 of the Frostburg City Code be and are hereby repealed and reenacted with amendments, to read as is set forth in the attached Exhibit A:

SECTION 2: BE IT FURTHER ORDAINED, that this ordinance shall take effect on August 1, 2025.

THE MAYOR AND CITY COUNCIL OF
FROSTBURG

By:_____

Todd J. Logsdon, Mayor

ATTEST:

Lydia Claar, Acting Deputy City Administrator

Introduced: April 15, 2025
Public Hearing: May 20, 2025
Adopted: May 20, 2025
Effective: August 1, 2025

EXHIBIT A

Sec. 6-7. Leak Adjustment Policy; Leak Protection Program.

- (a) *Leak Adjustment Policy.* The city's Leak Adjustment Policy for adjusting utility bills for water leaks is set forth in this subsection. Customers who are eligible for the Leak Protection Program described in subsection (b) hereafter shall not be eligible for relief under this Leak Adjustment Policy.
- (1) *Application for adjustment.* Water service leak adjustments may be granted once every four (4) years. Applications for leak adjustments shall be submitted to the director of finance utilizing city-approved forms. To be eligible for relief, the customer must submit the application within forty-five (45) days of the billing date for the monthly billing period for which the relief is sought. The application will require that the customer submit documentation showing that: (i) there was a leak, (ii) the leak has been repaired, and (iii) the leak was not caused by the gross negligence of the customer, including, but not limited to, allowing the pipes or water meter to freeze. Examples of evidence that a leak was repaired may include a plumber or handyman invoice, proof of parts purchased, before and after photos, or other written explanations. The director of finance or the city administrator shall decide whether an application may be granted.
 - (2) *Calculation of adjustment.* The leak adjustment shall be calculated in the following manner:
 - (i) Determine the average water consumption of the most recent twelve (12) months that reflect normal usage. If a customer has owned or leased the property for less than twelve (12) months, annual consumption for this calculation will be the greater of thirty-eight thousand (38,000) gallons or actual metered consumption from the date the customer acquired title or commenced leasing the property.
 - (ii) Determine the estimated leak volume by subtracting the average water consumption from the total water consumption of the current billing period.
 - (iii) Multiply the estimate leak volume by fifty percent (50%).
 - (iv) Add the reduced estimated leak (step iii) to the average consumption (step 1) to determine the leak-adjusted amount of water.

Standard water rates apply to the leak-adjusted consumption.
 - (3) *Additional adjustments.* For multi-tenant commercial properties or multifamily units, the city administrator may grant one (1) additional leak adjustment within a four-year period preceding the date of an application for relief, provided the leak did not occur in a separately metered unit owned or occupied by a person or persons who were given relief during the four-year period preceding the application for a leak adjustment. Additional leak adjustments may be approved by the mayor and city council on a case-by-case basis. A leak adjustment shall only apply to the bill for one (1) billing cycle. The leak adjustment applies to the water and sewer charges for that particular billing cycle.
- (b) *Leak Protection Program.* The city may establish a Leak Protection Program by contracting with companies in the business of providing indemnification to customers who have experienced water leaks. Customers eligible for the Leak Protection Program shall be automatically enrolled in it. All customers will be notified of the leak protection program with their utility bill prior to implementation of the program. The monthly fee for participation in the Leak Protection Program shall be set forth in the City's Schedule of Municipal fees and the fee will be separately listed on the monthly utility service bill. Customers may opt out of the Leak Protection Program. Such customers shall remain ineligible for relief under the Leak Adjustment Policy.

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO RENUMBER SECTIONS 3-5 AND 3-6 OF THE CITY CODE AS 3.6 AND 3.7, RESPECTIVELY, AND TO ENACT A NEW SECTION 3-5 OF THE CITY CODE PERTAINING TO THE ESTABLISHMENT OF A TAX CREDIT FOR MEMBERS OF FROSTBURG FIRE DEPARTMENT NO. 1.”

WHEREAS, Frostburg Fire Department No. 1, Inc. is the corporate name of the Frostburg Fire Department (the “FFD”), an entity which is separate, distinct, and is not affiliated with The City of Frostburg (the corporate name of the City);

WHEREAS, in accordance with Section 9-260 of the Tax-Property Article of the Annotated Code of Maryland, the Mayor and City Council are passing this Ordinance to establish real estate tax credit for eligible members of the FFD;

WHEREAS, statewide, there is a decreasing pool of persons who are eligible and willing to serve as fire department volunteers;

WHEREAS, the FFD provides fire protection services for the City, the adequacy of which is dependent upon the number of its firefighter volunteers;

WHEREAS, this Ordinance is designed to incentivize persons to serve as volunteer firefighters with the FFD; and

WHEREAS, the Mayor and City Council believe the passage of this Ordinance is in the City’s best interest.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that Sections 3-5 and 3-6 of the City Code are renumbered as Sections 3-6 and 3-7, respectively.

SECTION 2: BE IT FURTHER ORDAINED that Section 3-5 of the Frostburg City Code is hereby enacted, to read as is set forth in the attached Exhibit A.

SECTION 3: BE IT FURTHER ORDAINED, that this Ordinance shall take effect twenty (20) days from the date of its passage, but the credit will first be available for the taxes due for FY2026.

THE MAYOR AND CITY COUNCIL OF
FROSTBURG

By: _____
Todd J. Logsdon, Mayor

ATTEST:

Lydia Claar,
Acting Deputy City Administrator

Introduced: April 15, 2025
Public Hearing: May 20, 2025
Adopted: May 20, 2025
Effective: June 9, 2025

EXHIBIT A

Sec. 3-5. Tax credits for members of Frostburg Fire Department No. 1, Inc.

- (a) Definitions. For the purposes of this section.

“Dwelling” has the meaning set forth in Section 9-105 of the Tax-Property Article of the Annotated Code of Maryland, as may be amended from time to time.

“FFD” means Frostburg Fire Department No. 1, Inc., the corporate name of the Frostburg Fire Department. The FFD and the City are separate and distinct legal entities which are not affiliated with one another.

“Public Safety Officer” or “Volunteer” means a volunteer firefighter with the FFD. The City’s elected officials are not Volunteers for the purpose of this section of the City Code and are not eligible for the Tax Credit.

“Tax Credit” means the tax credit which is the subject of this Section.

- (b) *Purpose.* This section is passed in accordance with Section 9-260 of the Annotated Code of Maryland, which authorizes the governing authority or a municipal and county government to grant a credit against the county or municipal corporation property tax imposed on a Dwelling located in the county or municipal corporation that is owned by a public safety officer who is eligible for the credit authorized under section 9-105 of the aforesaid Tax-Property Article (i.e., the Homestead Property Tax Credit). The purpose of this section of the City Code is to establish a such credit for eligible Volunteers of the FFD in order to attract new Volunteers and retain current ones.
- (c) *Eligibility criteria.* To be eligible for the Tax Credit for each year it is sought, all of the criteria set forth below must be satisfied:
- (i) As of the July 1 of the tax year for which the credit is sought, the Volunteer is alive, is an active member of the FFD, and has successfully completed any initial probationary period required by the FFD.
 - (ii) The Tax Credit is exclusively available for Dwellings.
 - (iii) The Volunteer must be an active member of the FFD as of the December 31 preceding the tax year for which the credit is sought, as certified in a writing provided by two officers of the FFD. The certification shall be provided to the City’s Director of Finance no later than the May 1 preceding the tax year for which the Tax Credit is sought. The Tax Credit will not be granted unless and until the Chief produces this certification.
 - (iv) The Volunteer must satisfy the eligibility requirements of the income tax credit provided under the Honorable Louis L. Goldstein Volunteer Police, Fire, Rescue, and Emergency Medical Services Personnel Subtraction Modification Program set forth in Section 10-208(i-1) and (l) of the Tax-General Article of the Annotated Code of Maryland, as amended from time to time.
 - (v) The Volunteer must complete and submit an application for the Tax Credit in accordance with the requirements set forth hereinafter.
 - (vi) The Volunteer must meet all of the other terms and conditions set forth herein.
- (d) *Application process.*

- (1) The City's Director of Finance shall create a form application to be provided to all persons seeking to apply for the Tax Credit.
- (2) The applications must be submitted no later than the May 1 preceding the tax year for which the credit is sought. Without exception, late applications shall be rejected.
- (3) If an application is rejected, the applicant may not submit an application for a Tax Credit until the next tax year.
- (4) An application must be submitted for each year the Tax Credit is sought. Applications will not carry over from year to year.

(e) *Credit amount.*

- (1) If a Dwelling is solely owned by one (1) Volunteer or it is owned by multiple persons, only one of whom is a Volunteer, the Tax Credit shall not exceed \$500.00 per year.
- (2) If a Dwelling is owned by two (2) or more Volunteers, the Tax Credit shall not exceed \$1,000.00.
- (3) The Tax Credit may not exceed the amount of the City taxes due for the year the Tax Credit is sought.
- (4) If a Tax Credit has been granted for a Dwelling which is sold during the tax year for which the tax Credit has been granted, a portion of the Tax Credit shall be refunded to the City for the portion of the tax year following the date of the deed transferring the Dwelling from the Volunteer to a third party.
- (5) The Tax Credit is not transferable.
- (6) The Tax Credit may not be combined with any tax credits other than the Homestead Tax Credit.

ORDINANCE NO. 2025-04

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO AMEND SECTION 7-4(f) OF THE CITY CODE PERTAINING TO A TAX CREDIT FOR THE REHABILITATION OF COMMERCIAL STRUCTURES FOR THE PURPOSE OF CLARIFYING THAT THE MAYOR AND CITY COUNCIL MAKE THE DETERMINATION AS TO WHETHER A REQUEST FOR THE TAX CREDIT SHOULD BE GRANTED.”

WHEREAS, Section 7-4 of the City Code pertains to a tax credit for the rehabilitation of commercial structures.

WHEREAS, among other things, Section 7.4(f) provides that an applicant for the tax credit must prepare an adaptive reuse plan that must be approved by the Director of Community Development and the Director of Finance prior to the authorization of the tax credit. It is implicit that the Mayor and City Council make the decision whether to authorize the tax credit.

WHEREAS, State law (Md. Tax-Prop. Code Ann. § 9-256) provides that the Mayor and City Council are to make the said decision.

WHEREAS, the purpose of this Ordinance is to make it clear that the Mayor and City Council are responsible for determining whether the tax credit should be granted.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that Section 7-4(f) of the City Code is amended by inserting the following language at its end:

The Mayor and Council shall review the plan and make a determination as to whether the tax credit should be granted or denied.

SECTION 2: BE IT FURTHER ORDAINED, that this Ordinance shall take effect twenty (20) days from the date of its passage.

THE MAYOR AND CITY COUNCIL OF
FROSTBURG

By: _____
Todd J. Logsdon, Mayor

ATTEST:

Lydia Claar,
Acting Deputy City Administrator

Introduced: May 20, 2025
Public Hearing: June 17, 2025
Adopted:
Effective:

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO REPEAL THE RENTAL HOUSING ORDINANCE, APPENDIX D OF THE CITY CODE, AND RE-ENACT IT WITH AMENDMENTS FOR THE PURPOSE OF CREATING THE POSITIONS OF RENTAL HOUSING OFFICER AND RENTAL HOUSING INSPECTOR, SETTING FORTH THEIR RESPECTIVE RESPONSIBILITIES AND DUTIES, REVISING THE PROTOCOLS AND PROCEDURES APPLICABLE TO RENTAL HOUSING APPLICATIONS AND INSPECTIONS, IMPROVING ITS ENFORCEMENT, AND OTHERWISE REVISING ITS TERMS.”

WHEREAS, the City’s Rental Housing Ordinance (“RHO”) is set forth as Appendix D to the City Code;

WHEREAS, the Mayor and City Council have decided to create the positions of Rental Housing Officer and Rental Housing Inspector to administer and enforce the RHO;

WHEREAS, they have also determined that the process of registering rental units should be facilitated and improved; and that the RHO should be further revised for the purpose of improving the City’s Rental Housing Program.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that the Rental Housing Code, Appendix D to the City Code, is repealed and it is reenacted with amendments, to read as is set forth in the attachment to this Ordinance.

SECTION 2: BE IT FURTHER ORDAINED, that this Ordinance shall take effect on July 1, 2025.

Todd J. Logsdon, Mayor

ATTEST:

Lydia Claar,
Acting Deputy City Administrator

Introduced: May 20, 2025
Public Hearing: June 17, 2025
Adopted: June 17, 2025
Effective: July 1, 2025

Appendix D RENTAL HOUSING

Sec. 1. - Purpose, applicability, and definitions.

1.01 Purpose.

The purpose of this ordinance is to protect the health, safety, and welfare of tenants and the public through the regulation of rental housing within the City of Frostburg. This ordinance establishes minimum property maintenance standards, a comprehensive rental licensing and inspection program, and a framework for compliance enforcement. The ordinance is intended to support housing quality, promote neighborhood stability, and facilitate clear, transparent expectations between property owners, tenants, and the City. The Mayor and Council further intend that this ordinance be administered using modern, accessible technology and be responsive to changing community housing needs.

1.02 Effective Date.

This ordinance shall take effect on [Insert Date], and shall supersede all previous versions of the City’s Rental Housing Code.

1.03 Interpretation and Application of Ordinance.

The provisions of this ordinance are minimum standards for public health, safety, and welfare. In any instance where the requirements of this ordinance differ from those of other applicable laws, codes, or ordinances, the stricter standard shall prevail. The definition of “abandoned” as provided in this ordinance shall govern for rental housing matters, notwithstanding any differing definitions contained in other City codes, including the Zoning Ordinance.

1.04 Reasonable Accommodation.

Nothing in this ordinance shall be interpreted or applied in a way that interferes with an owner’s obligation to provide reasonable accommodations for persons with disabilities, as required under the Fair Housing Amendments Act of 1988 and any other applicable law.

1.05 Scope.

This ordinance shall apply to all real property in the City that contains one (1) or more rental units, whether occupied or vacant.

1.06 Severability.

The sections, paragraphs, sentences, clauses and words of this ordinance are severable, and if any word, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or invalid by a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining words, clauses, sentences, paragraphs and sections of this Ordinance.

1.07 Definitions and Use of Words, Terms, and Phrases.

- a. For the purpose of this ordinance, certain terms or words used herein shall be interpreted as follows:
 - i. Unless the term "natural person" is used, the word "person" includes a firm, association, organization, partnership, trust, limited liability company, corporation or other entity as well as an individual human being.
 - ii. The present tense includes the future tense.
 - iii. The singular number includes the plural, and the plural number includes the singular.
 - iv. The use of one gender applies to all genders.
 - v. The word "shall" indicates a mandatory provision.

- vi. The phrase "used or occupied" when used in this ordinance to describe rental housing shall include in its meaning "intended, designed, or arranged to be used or occupied."
- b. Definitions: For the purpose of this ordinance, the following definitions shall apply:
 - Abandoned:* The status of any dwelling unit or residential building, structure, property, or part thereof that (i) has not been actively used as a rental unit for a period of twelve (12) consecutive months, or for a minimum of eighteen (18) months during any three-year period, and (ii) has not been continuously registered as a rental property during these periods of disuse.
 - Bathroom:* A room containing plumbing fixtures including a bathtub or shower.
 - Bedroom:* A separate room intended for sleeping and providing the occupant with privacy from common areas and other spaces.
 - City:* The City of Frostburg, Maryland.
 - Digital platform:* The software system designated by the City for the administration of rental licensing, inspections, fee collection, and recordkeeping.
 - Dwelling unit:* A series of rooms connected together constituting a separate independent residence and containing at least a bathroom, a kitchen, and a sleeping area or bedroom for the private and exclusive use of occupants.
 - Habitable area:* Any room meeting the requirements of this ordinance for living, sleeping, cooking, or dining purposes, but not including bathrooms, pantries, hallways, storage areas, utility rooms; garage areas, cellars, or attic spaces are not habitable rooms unless they are finished to meet the requirement of a living, sleeping, cooking, or dining room.
 - Immediate family:* A spouse, parent, child (natural or adopted), brother, sister, or grandparent.
 - Imminent danger:* A condition which could cause serious or life-threatening injury or death at any time.
 - Inspector or Rental Housing Inspector:* The Rental Housing Inspector described in section 2.02 hereinafter.
 - Kitchen:* An area containing a sink connected to hot and cold running water, space and safe access to utility hookups for adequate refrigeration and cooking appliances, fixed counter space made of impermeable and cleanable surface suitable for food preparation, and adequate storage space for food and kitchen utensils.
 - Landlord:* The owner, lessor, or sublessor of real property containing one (1) or more rental units.
 - Mayor and Council:* The Mayor and City Council of the City of Frostburg, Maryland.
 - Major renovation:* Any structural change affecting the envelope of the building or resulting in a reconfiguration of interior space.
 - Natural person:* A human being.
 - Occupant:* A natural person who lives within a dwelling unit.
 - Owner:* Any person, alone or jointly or severally with others, who owns, holds, or controls the whole or any part of the fee simple or leasehold title to any rental unit, with or without accompanying actual possession thereof, and shall include, the holders of legal or equitable title. Persons having control include, but are not limited to, personal representatives of deceased title holders, guardians of the property and attorneys-in-fact of disabled title holders, and court-appointed receivers. Until legal title to a property subject to a land installment contract, rent to own or similar arrangement has been passed to the purchaser/tenant, the legal title holder shall be deemed to be the owner of that property.

Owner's agent: A natural person twenty-five (25) years of age or older whose residence or business office is located within a twenty-five-mile radius of the City, which area is graphically depicted in the Exhibit 1 attached hereto, and who is certified by the City through the process identified in section 2.04.b hereinafter. This ordinance does not empower an owner’s agent to perform any acts which are not specifically set forth under the terms of this ordinance. Having an owner's agent shall not relieve an owner from the performance of owners’ obligations under the terms of this ordinance.

Previously existing nonconformity: Occupancy levels or permissible numbers of rental units in a rental property which were lawful before the Zoning Ordinance or an amendment thereto was passed, but which would not be permitted thereafter.

Primary residence: A dwelling unit maintained and routinely occupied by at least one (1) individual owner for more than fifty percent (50%) of the year which can be proven to be the individual owner's legal residence through tax records or other official documents filed with the State or Federal government.

Property Maintenance Code: Any property maintenance code duly adopted by the Mayor and Council.

Registration: The annual licensing process by which a property owner submits a complete rental application and fee to the City. Registration may be completed electronically via a City-approved digital platform.

Rental Housing Officer: The Rental Housing Officer described in section 2.1 hereinafter.

Rental unit: Any dwelling unit not occupied solely by the owner or the owner with the owner's relatives by blood, adoption or marriage as a primary residence.

Tax exempt owner: An owner who is exempt from the payment of ad valorem real property tax to the City..

Tenant: A natural person who occupies a dwelling unit with the consent of the owner for monetary or non-monetary consideration; but not the owner's relatives by blood, adoption or marriage living with the owner; and not a lodger in an approved boarding unit as defined in Section 121 of the Zoning Ordinance. If the owner does not reside in a rental unit, his relatives residing therein shall be considered to be tenants for the purposes of this ordinance.

Vacant unit:

Temporarily vacant unit: A rental unit that is unoccupied for fewer than twelve (12) consecutive months and is actively maintained and registered.

Permanently vacant unit: A rental unit that is unoccupied for twelve (12) or more consecutive months and has not been registered with the City during this period.

Zoning Ordinance: This term means the current Zoning Ordinance of The City of Frostburg, Maryland.

Sec. 2. - General provisions.

2.01 Rental Housing Officer.

The Mayor and Council shall appoint or designate one (1) or more of its employees, including, but not limited to a Residential Housing Inspector, to serve as Rental Housing Officers responsible for the enforcement of this ordinance and related administrative duties. Alternatively, the Mayor and Council may retain the services of a third-party contractor for the performance of the duties of the Rental Housing Officer.

2.02 Rental Housing Inspector.

The Mayor and Council shall appoint or designate one (1) or more of its employees to serve as Rental Housing Inspector(s). Alternatively, the Mayor and Council may retain the services of a third-party contractor for the performance of the duties of the Rental Housing Inspector.

All rental inspections shall be performed by trained City personnel or independent contractors. The inspector(s) shall meet the following standards:

- a. *Certifications.* The Rental Housing Inspector shall maintain certification through the International Code Council (ICC) as a Property Maintenance and Housing Inspector. The City may recognize equivalent certifications as deemed appropriate by the Community Development Director.
- b. *Roles and Responsibilities. The Rental Housing Inspector shall:*
 - i. Conduct all inspections required under this ordinance, including, but not limited to, routine inspections, complaint-based inspections, re-inspections, and inspections of newly established rental units.
 - ii. Utilize City-provided software to document inspections, findings, notices, and compliance records.
 - iii. Coordinate inspection schedules with property owners and/or their designated Owner’s Agents.
- c. *Code Enforcement Dual Role.* The director of the Department of Community Development may assign a Rental Housing Officer to perform rental inspections provided they are properly trained and certified in accordance with this section.

2.03 Conflicts of interest.

Rental Housing Inspectors shall not inspect properties and Rental Housing Officers may not conduct code enforcement activities for properties in which they or their immediate family members have a financial interest, ownership stake, employment role, or any other affiliation. Inspectors must disclose any potential conflicts to the Community Development Director. This subsection applies exclusively to the conduct of rental inspections. It does not supersede or take the place of the City of Frostburg Ethics Law (Section 3.2 of the City Code), which City of Frostburg Ethics Law shall take precedence in the event of a conflict between its provisions and those of this ordinance. For the purpose of this provision, affiliation means:

- (i) Having a direct financial interest in the entity that owns or manages the property,
- (ii) Being an officer, director, trustee, partner, or employee of the entity that owns or manages the property, or
- (iii) The inspector's spouse, parent, child, or sibling owns or manages the property or has an interest in it as described in (i) and (ii) above.

2.04 Administration and Enforcement of this Ordinance.

- a. The Department of Community Development shall administer this ordinance. The Rental Housing Officer and supporting staff shall carry out all functions as assigned under this ordinance or directed by the Community Development Director or the City Administrator.
- b. The Rental Housing Officer shall oversee the annual registration process, inspection scheduling, compliance tracking, and the issuance of notices and citations.
- c. The Rental Housing Inspector shall be responsible for conducting inspections and maintaining all related inspection records using the City’s designated software platform. Paper forms may not be used for official documentation except in emergency or field-restricted circumstances.
- d. All inspection records, registration data, and notices of violation shall be maintained digitally in the City’s rental housing software system. The system shall support online license renewals, payment processing, automated reminders, and inspection workflows.
- e. The City shall establish an annual inspection fee schedule and include it in the adopted municipal budget. Owners shall remit all inspection fees directly to the City. A passed inspection report is not considered valid until the corresponding fee is paid.

- f. Any conditions observed during an inspection that appear to violate other municipal, County, State, or Federal laws shall be reported to the Rental Housing Officer, who will coordinate appropriate referrals or enforcement action. The Rental Housing Officer or Inspector shall provide the owner and the owner's agent written notice of the nature of each violation of this ordinance and the City Code, the action required to correct it and the time frame within which that action must be taken; except that notice of violations involving imminent danger may be made by any means calculated to provide actual notice to affected parties.
- g. In the event an imminent danger is found to exist, the Inspector shall immediately notify the Rental Housing Officer and the Community Development Director. Upon confirmation, the Rental Housing Officer may order temporary vacation of the unit pending corrective action and/or take such action as is permitted under the City Code or other applicable laws, rules, and regulations.

2.05 Owner's Agents.

- a. An owner's agent shall be retained by the owner of a rental unit in the following instances:
 - (a) The Owner is a natural person who does not reside within a twenty-five-mile radius of the City of Frostburg, as depicted in Exhibit A; or
 - (b) The rental unit is owned by more than two (2) natural persons or is owned by an entity other than a single natural person.
- b. Commencing on the effective date of this Ordinance, all owners' agents must be certified on an annual basis through the Community Development Department. The certification process will ensure that the owner's agents are familiar with the City's Rental Housing Code and the Property Maintenance Code referenced herein.

2.06 Owner and Tenant Responsibilities.

- a. The City will hold the owner of a rental unit generally responsible for meeting requirements of this ordinance both directly and through activities of any identified certified owner's agent provided by the owner when required herein, and will in this regard apply penalties and take enforcement measures against the owner as a remedy when deficiencies are noted by inspection or when rental units are not properly registered.
- b. Tenants must support owners' efforts to comply with this Ordinance as follows:
 - i. Every tenant shall keep in a clean and sanitary condition all habitable or accessible portions of the premises, both interior and exterior, that are made available for the tenant's use.
 - ii. Every tenant shall ensure that trash, garbage, and other refuse is stored and disposed of in a clean and sanitary manner in accordance with the City's refuse ordinance.
 - iii. No tenant shall, by negligence or abuse, create or contribute to the creation of any violation of this ordinance.
 - iv. No tenant shall create or permit to be created by guests or others any noise, smoke, vibration, fumes, vapor, glare, odor, or dust within that portion of the premises that is made available for the tenant's use as would interfere with the reasonable use and enjoyment of other rental units on the premises or of nearby properties.
 - v. No tenant shall store flammable or hazardous materials or devices in such quantities or in such a manner as to create a fire, health, or other hazards to the premises or to nearby properties or persons.
 - vi. Tenant vehicles are to be parked or driven on improved parking areas or driveways only. Off-street vehicle parking shall not be used in a manner that blocks public access to any sidewalk or roadway.

This subsection shall not be interpreted to limit an owner’s responsibilities under the terms of this Ordinance.

2.06 Zoning Ordinance.

- a. No rental unit shall be created or occupied except as permitted under the Zoning Ordinance.
- b. Rental units with previously existing non-conformities may continue to be occupied at the historically established unit density or occupancy subject to the terms of the Zoning Ordinance applicable to non-conformities and provided that the subject rental property complies with the terms of this ordinance, the Zoning Ordinance and other applicable laws, rules and regulations.
- c. No new rental units shall be established or added, nor shall the occupancy limit of any rental unit be increased, except in conformity with this ordinance, the Zoning Ordinance, and other applicable laws, rules, and regulations.
- d. Rental units that have been abandoned as defined herein, have lost rental status for any reason, have become unregistered for any reason, or have not been inspected as required in accordance with this ordinance, shall lose or forfeit any previously existing nonconformity and must meet current density and occupancy standards prior to future use and occupancy as rental units.

2.07 Parking Requirements.

Parking shall be provided for all rental units in conformance with part 6 of the Zoning Ordinance. Newly created off-street parking shall conform to the requirements of part 6, including surface coverage, dimensions, driveways, drive aisles, and landscaping requirements.

Sec. 3. - Registration and inspection of rental units.

3.01 Occupancy.

- a. No dwelling unit may be rented or otherwise occupied by someone other than the owner and their immediate family or, if the unit is owned by a trust, the trust beneficiary and that individual's immediate family, unless the dwelling unit is occupied rent free and is registered and has passed inspection in accordance with this ordinance.
- b. Occupancy limits shall be determined by the Zoning Ordinance, subject to reasonable accommodation pursuant to the Fair Housing Amendments Act of 1988.

3.02 Rental Registration.

- a. All rental units must be registered annually by February 1. The City shall maintain an online portal to accept registration forms, payments, and supporting documentation. Paper forms will be available upon request.
- b. The City will issue automatic renewal reminders to all registered owners via the online system at least thirty (30) days in advance of the renewal deadline.
- c. All delinquent fees, fines, or City charges must be paid before a rental unit may be registered or have its registration renewed.
- d. Any person becoming a new owner of an existing registered rental unit shall file a complete registration form within thirty (30) days of the property transfer. However, the new owner shall not have to pay the registration fee until the next annual registration if the previous owner had properly registered the property and paid the registration fee for the calendar year in which the transfer takes place.
- e. Any newly-established rental unit must be registered within thirty (30) days of construction, conversion from owner-occupied or nonresidential commercial status, conversion adding rental units, or other change in property status resulting in a new rental unit.
- f. The Department of Community Development shall create a registration form for use by owners seeking to register rental units. The registration form shall require an owner to provide the following information and documents:
 - i. The street address of the rental unit, including unit/apartment numbers recognized by the United States Postal Service, if applicable.
 - ii. The name, address, phone number, and e-mail address of each owner. If the owner is a corporation or business entity, the names, phone numbers, and e-mail addresses of each corporate/business entity owner must be provided along with the administrative contact designated to be the responsible party for the corporation/business entity.
 - iii. If required, the name, address, phone number, e-mail address of the owner's agent, and a signed statement consenting to serve as the owner's agent for the particular rental unit.
 - v. Valid Maryland lead certification for each unit, dated and matched to each tenant turnover.
 - vi. Disclosure of whether the unit is occupied, temporarily vacant, or permanently vacant.
 - vii. The owners must sign the registration form under oath.
- g. The owner shall provide the office of the Rental Housing Officer with written or e-mail notification within ten (10) days of any change of the owner's agent. The information and documentation described in subsection (e)(iii) above shall be provided within that same time frame.

- h. Any owner designating an owner's agent in the registration process that is found by the Rental Housing Officer not to be reliably available or able to perform the customary duties as defined, or is found not to have a current owner's agent training certification issued by the City shall designate a different individual who is able to properly fulfill the requirements for a certified owner's agent within ten (10) days of being notified of the deficiency.
- i. The Frostburg Housing Authority, as defined by the "Cooperation Agreement" between the City of Frostburg and the Authority, is exempt from the annual registration and the periodic inspections set forth in this ordinance, provided the Authority maintains all required standards and inspections as set forth by the U.S. Department of Housing and Community Development. The City reserves the right to conduct inspections based on tenant complaints, in cooperation with the Authority.

3.03 Rental Inspections.

- a. The City shall inspect all rental units at least once every three (3) years. Units may also be inspected upon a tenant's complaint, upon the transfer of a property including a rental unit, or a change in occupancy.
- b. Upon presentation of proper credentials, the owner of a rental unit shall allow the Rental Housing Officer, Rental Housing Inspector or a duly authorized representative of the foregoing to enter the rental unit at a reasonable time and with reasonable notice to perform the duties prescribed to them under the terms of this ordinance. Reasonable notice shall be defined as a minimum of ten (10) calendar days' advance written notice.
- c. It shall be the responsibility of the owner or the owner's agent to notify all tenants of the time and date of inspection appointments.
- d. The owner or the owner's agent shall be present at the time of any and all inspections other than emergency inspections, failing which an officer or inspector shall not enter the residence and the inspection shall not occur.
- e. The City shall inspect rental units at least once every three (3) years. The City will issue notices to owners and/or owners' agents informing them that they must contact the Department of Community Development within thirty (30) days of the date of the notice to schedule an inspection. The inspection must be scheduled to take place within ninety (90) days of the date of the notice, subject to no more than two (2) thirty (30)-day extensions of time for good cause shown. Requests for extensions of time must be submitted in writing before the current deadline for scheduling an inspection expires. In no event may an owner schedule an inspection for more than 150 days after the date of the aforesaid notice to the owner or the owner's agent,
- f. All corrective action identified during an inspection must be completed within thirty (30) calendar days of the date on which the inspector finds and documents, by copy of a signed and dated inspection report provided to the owner or owner's agent, any and all deficiencies found in the presence of the owner or owner's agent at the conclusion of the inspection, except that violations concerning the immediate health and safety of the occupants shall be repaired within three (3) working days of notice of said deficiency.
- g. Following completion of remedial work identified in an inspection report, the owner or owner's agent shall call the office of the inspector or submit an online request to schedule a re-inspection to be completed on or before the last day of the period set for corrective action. If the inspector is not notified for a re-inspection or an extension prior to the expiration of the compliance period, the standard re-inspection charge will apply.
- h. Up to two (2) extensions may be granted to the inspection deficiency compliance period not to exceed a total of ninety (90) days including the initial thirty (30) day period provided for in subsection (f) hereinbefore. If the owner is making a good faith effort to complete required repairs or improvements

to the property but is unable to comply due to the magnitude of the work, delays due to non-receipt of materials or equipment, delays in a hired contractor's schedule for completing the work, or delays due to weather or other matters that the Rental Housing Officer or the inspector finds are beyond the owner's control. Extensions of time shall be limited to the amount of time reasonably required to address such matters.

- i. Unregistered rental units and rental units that have had their registrations revoked shall be posted with a placard indicating that the unit is presently ineligible for rental registration and occupancy by tenants until the unit has been brought into compliance with the terms of this ordinance.
- j. Any person who defaces or removes a placard posted pursuant to this subsection without the approval of the Rental Housing Officer shall be guilty of a municipal infraction and shall be subject to penalties provided in this Code.
- k. Complaints or inquiries alleging violations of minimum property standards must be filed in writing or by e-mail and addressed or delivered to the Department of Community Development, in which case an inspection will be undertaken using the standard process for routine inspections, beginning with notice to the owner or owner's agent. The Rental Housing Officer or inspector shall provide a copy of the results of any inspection to the person filing the complaint upon the complainant's request. However, when a complaint is made by a tenant concerning a health or safety deficiency within that tenant's rental unit or when a written or e-mail report of conditions potentially threatening the health and safety of the community is made from any source and in any manner, the Rental Housing Officer or inspector shall promptly investigate said complaint or report to determine if conditions constituting an imminent danger exist. The office of the Rental Housing Officer will advise the owner or owner's agent about said complaint or report and any findings no later than the next calendar day following the Rental Housing Officer's or inspector's visit, or immediately upon a finding of imminent danger. Interior unit inspections where health or safety deficiencies are alleged will be made only in the presence of and with the express permission of the complaining tenant, except that if the Rental Housing Officer or inspector finds conditions that may endanger the public or represent imminent danger the Rental Housing Officer or inspector shall take all measures necessary to protect the public safety.

3.04 Fees for Registration and Inspection.

Registration and inspection fees shall be established by the City and shall be assessed to and paid by the owner of each rental unit in accordance with the "Schedule of Municipal Fees" as incorporated in the budget adopted annually by the Mayor and Council.

Sec. 4. – Property standards.

4.01 General Standards.

All new and existing rental units shall meet the standards set forth in the Property Maintenance Code, incorporating by reference the edition of the International Property Maintenance Code together with the revisions and amendments thereto which were most recently adopted by the Mayor and Council. As of the effective date of this ordinance, the Mayor and Council have adopted the 2012 edition of the International Property Maintenance Code, subject to the following revisions and amendments:

- Section 101.1 Insert: City of Frostburg
- Section 103.4 Insert: Municipal Fine Schedule
- Section 112.4 Fine - Insert: Min and Max
- Section 304.14 Insert: May 15 to Sept 15 (Insect Screens)
- Section 602.3 Insert: October 1 to May 1 (Heat Supply)

- Section 602.4 Insert: October 1 to May 1 (Heat Supply)
- Delete Section 111 Appeal and replace with Section 4.03 of this ordinance
- Add Section 1.07 Definitions to Chapter 2, Definitions
- Replace Violations with Section 2.05 of this ordinance

4.02 Fire Safety.

The following Fire and Safety measures are required in addition to the Fire Safety Requirements of the International Property Maintenance Code:

a. *Smoke Detectors.*

1. All rental units shall have at least one (1) Underwriters Laboratories-approved AC-powered smoke detector with a battery backup installed on each floor of a dwelling including basement levels.
 - (a) Smoke detectors are to be installed within six (6) inches of the ceiling if mounted on the wall.
 - (b) Required smoke detectors shall be located outside of a bedroom in a central location or common area to protect the primary means of egress from a rental unit.
 - (c) Areas within a rental unit consisting of a space substantially separated from an area containing an existing approved smoke detector or otherwise isolated from an area protected by an approved smoke detector as determine by the Inspector shall be required to have additional smoke detectors installed in excess of one (1) smoke detector per floor.
2. All smoke detectors within a rental unit must be interconnected so that all detectors within the unit sound if any of them are activated.
3. Adjoining rental units in a rental property not furnished with approved fire and smoke separation assemblies shall be required to interconnect smoke detectors between units.
4. All newly-created rental units, all substantially remodeled, enlarged, expanded, or upgraded rental units, or all rewired rental units shall meet all applicable code requirements, including creating interconnected smoke detectors.
5. Any inoperable smoke detectors shall be repaired or replaced within three (3) days of notice of defect.
6. In rental units containing attached garages or units with fuel-fired appliances or heating sources, a carbon monoxide detector with 120V power and battery backup shall be installed in the vicinity of the subject equipment or entry door to a habitable area and interconnected with an approved smoke detector system.

b. *Fire Extinguishers.*

1. Every rental unit shall contain not less than one (1) fire extinguisher, a two-and-a-half-pound charge, approved by Underwriters Laboratories for combating Class A, B, and C fires.
- Fire extinguishers must be mounted in plain sight on a wall in or readily accessible to the kitchen area, except that the location of fire extinguishers regulated and approved by the State Fire Marshal for multi-family rental properties will be acceptable.

4.03 Emergency Escape and Rescue Openings.

The following emergency escape and rescue opening standards are required in addition to the Fire Safety Requirements of the International Property Maintenance Code:

- a. Rental units that undergo major renovation shall be subject to current emergency escape and rescue opening provisions (window sizes and standards for sleeping rooms) found in the City's adopted building codes pursuant to the Maryland Building Performance Standards.
- b. Emergency escape openings shall conform to the rental housing code in place at the time of construction. If no rental housing code was in place requiring an emergency escape and rescue opening at the time of construction, the following shall apply to all sleeping rooms:
 - i. Any sleeping room shall have an emergency escape and rescue opening.
 - ii. An emergency escape and rescue opening that does not meet the standards set forth in the Maryland Building Performance Standards may continue to exist except where the condition creates an inimical hazard to public welfare. The emergency escape and rescue opening shall be sufficient in size to allow an adult to exit the room in case of a fire. In the instance where the Inspector must determine the adequacy of the emergency escape and rescue opening, the following procedure shall be followed:
 - (a) The Inspector, the Owner or Owner's Agent, and a third party, age eighteen (18) or older, must each test opening the window and exiting through the clear open space. To demonstrate that the clear opening is sufficient in size, each individual test must be witnessed by the other two (2) parties. The test shall not require the participants to jump or fall; the purpose is to verify that there is a sufficiently clear opening to exit the room in the event of an emergency.
 - iii. The bottom of the opening shall be not more than forty-four (44) inches above the sleeping room's floor. In an instance where the bottom of the opening exceeds forty-four (44) inches from the floor, provisions shall be made to permanently affix a ladder or construct a step to achieve the forty-four-inch requirement
- c. Replacement windows not associated with a major renovation should have a clear opening equal to or greater than the clear opening of the window to be replaced.

4.04 New Construction.

All newly constructed rental housing, or all new construction or structural changes required or proposed with respect to existing rental housing, must comply with standards found in the City's adopted building codes pursuant to the Maryland Building Performance Standards.

Sec. 5. - Violations and penalties.

- 5.01. Municipal infraction. Any person who violates the provisions of this ordinance shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code.
- 5.02. Revocation of registration. Rental units that are not made available for inspection or that are otherwise in violation of this ordinance or other City ordinances shall be ineligible for registration and shall have their existing registration revoked.

Exhibit 1 - Frostburg's 25-Mile Radius Map

RESOLUTION 2025-17

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, REAPPOINTING A MEMBER TO THE HISTORIC DISTRICT COMMISSION.

WHEREAS, the City of Frostburg has a number of Boards and Commissions established for specific purposes; and,

WHEREAS, certain vacancies and expired terms have been identified on the Historic District Commission; and,

WHEREAS, staff have verified the interest of certain residents or, where appropriate, technical specialists, for appointment to these Boards and Commissions.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of Frostburg hereby reappoint Maureen Brewer to the Historic District Commission for a new three-year term, to expire May 20, 2028.

ADOPTED this 20th day of May, 2025.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Lydia Claar, Acting Deputy City Administrator

RESOLUTION 2025-18

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE SUBMISSION OF THE ANNUAL PLANNING REPORT TO THE MARYLAND DEPARTMENT OF PLANNING.

WHEREAS, the State of Maryland requires that an annual report be submitted to the Maryland Department of Planning summarizing land development activity in the prior calendar year; and,

WHEREAS, the Frostburg Planning Commission has reviewed and approved the Annual Planning Report and has forwarded it to the Mayor and City Council for consideration.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of Frostburg hereby approve the Annual Planning Report and authorize its submission to the Maryland Department of Planning.

ADOPTED this 20th day of May, 2025.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Lydia Claar, Acting Deputy City Administrator



City of Frostburg

Todd J. Logsdon
Mayor

Commissioners

Donald L. Carter, Jr.
Commissioner of
Finance

Kevin G. Grove
Commissioner of
Public Safety

Nina Forsythe
Commissioner of
Water, Parks and
Recreation

Adam Ritchey
Commissioner of
Public Works

**Hayden Lindsey
& Lydia Claar**
Acting City
Administrators

Maryland Department of Planning
Planning Best Practices
Attn: David Dahlstrom, AICP

Re: Annual Report Calendar Year 2024

Dear Mr. Dahlstrom:

The Frostburg Planning Commission approved the following annual report for the reporting year 2024 as required under §1-207(b) and §1-208(c)(1)(i) and (c)(3)(ii) of the Land Use Article on 4/9/2025. In addition, this report has been filed with the local legislative body.

1. Number of new Residential Permits Issued inside and outside of the Priority Funding Area (PFA):

**Table 1: New Residential Permits Issued
Inside and Outside the Priority Funding Area (PFA)**

Residential – Calendar Year 2024	PFA	Non - PFA	Total
# New Residential Permits Issued	8	0	8

2. Is your jurisdiction scheduled to complete and submit to Planning a 5-Year Mid-Cycle comprehensive plan implementation review report this year? If yes, please submit the 5-Year Report as an attachment.

Y ☐ N ☒

Note: To find out if your jurisdiction is scheduled to submit this report, please consult the Transition Schedule section located at: <https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>

3. Were there any growth-related changes, including land use changes, zoning ordinance changes, rezonings, new schools, changes in water or sewer service, or municipal annexations that changed municipal and unincorporated boundaries? **Yes; temporary water service extension to Lonaconing due to their water treatment plant being off-line.**
4. If yes, please list the annexation resolution(s), describe or attach a map of the changes, and provide a description of consistency of internal, state or adjoining local jurisdiction plans. Have you submitted copies of each adopted resolution been to: Georgeanne Carter, Legislative Counsel Municipal Resolution Reposition Department of Legislative Services, 90 State Circle, Annapolis MD, 21401-1991?

Y ☐ N ☒

5. Did your municipality identify and/or implement recommendations, related to the following general planning topics, to improve the local planning and/or development process? Please select all that apply.

Y ☒ N ☐

<input type="checkbox"/> Green Infrastructure	<input checked="" type="checkbox"/> Revitalization and Infill
<input type="checkbox"/> Zoning Reform	<input checked="" type="checkbox"/> Bike/Ped Planning
<input type="checkbox"/> Climate Change	<input checked="" type="checkbox"/> Commercial Redevelopment
<input type="checkbox"/> Affordable/Workforce Housing	<input type="checkbox"/> Sustainable Growth
<input type="checkbox"/> Equity	<input type="checkbox"/> Placemaking
<input type="checkbox"/> Resilience	<input type="checkbox"/> Aging Population
<input type="checkbox"/> Water/Air Quality	<input type="checkbox"/> Sensitive Area Preservation
<input checked="" type="checkbox"/> Water/Sewer Capacity	<input type="checkbox"/> Expedited Review for Preferred Projects
<input type="checkbox"/> Brownfield Remediation	

Please describe any other planning improvements identified or implemented in 2024.
N/A

6. Are there any issues that MDP can assist you with in 2025? If yes, please describe. Y ☒ N ☐
Comprehensive Planning and guidance related to MD House Bill 805

7. Have all Planning (Commission/Board) and Board of Appeals members completed the [Maryland Planning Commissioners Association \(MPCA\)](#) training course? Y ☒ N ☐

Sincerely,



Bethany Fife
Director of Community Development

RESOLUTION 2025-19

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A TEMPORARY REPEAL OF THE OPEN CONTAINER LAW.

WHEREAS, the Frostburg Elks have submitted a request to the Council to permit the possession and consumption of alcoholic beverages on public property during the 2025 Derby Day event.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of Frostburg hereby approve the possession and consumption of alcoholic beverages on Main Street, Broadway and Water Streets during the 2025 Derby Day event on July 4, 2025, or on the rain date of July 5, 2025 from 9AM to the end of the event, provided that no glass containers be carried on the streets or sidewalks and that all other related alcohol and traffic laws and regulations of the State of Maryland and Allegany County be observed by all participants.

ADOPTED this 20th day of May 2025.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Lydia Claar, Acting Deputy City Administrator

RESOLUTION 2025-20

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, AWARDED A CONTRACT AND AUTHORIZING EMERGENCY PROCUREMENT FOR THE DEMOLITION OF 84-88 EAST MAIN STREET.

WHEREAS, the structure at 84-88 East Main Street has been deemed structurally unsound and poses an imminent threat to public safety; and,

WHEREAS, the Acting City Administrator has determined that emergency demolition is necessary, and the City Code allows for emergency procurement in such situations; and,

WHEREAS, the City intends to enter into an agreement with the property owners of 84-88 East Main Street regarding demolition, repayment of costs, and related terms, as proposed in Resolution 2025-21, which is scheduled for consideration immediately following this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of Frostburg hereby awards a contract to Briarside Contracting and authorizes emergency procurement for the demolition of 84–88 East Main Street in the amount of \$114,000, contingent upon (1) execution of an agreement with the property owners as outlined in proposed Resolution 2025-21, and (2) review and approval of the demolition contract and contractor insurances by the City Attorney. The Mayor is authorized to execute all necessary documents on behalf of the City.

ADOPTED this 20th day of May, 2025.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Lydia Claar, Acting Deputy City Administrator

RESOLUTION 2025-21

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, AUTHORIZING AN AGREEMENT WITH THE PROPERTY OWNERS OF 84-88 EAST MAIN STREET REGARDING DEMOLITION, REPAYMENT, AND RELATED TERMS.

WHEREAS, the structure located at 84-88 East Main Street has been declared structurally unsound and poses a threat to public safety; and,

WHEREAS, the City has determined that emergency demolition is necessary to address the hazardous condition; and,

WHEREAS, Resolution 2025-20 authorized emergency procurement and the award of a demolition contract, contingent upon an agreement with the property owners; and,

WHEREAS, the City has prepared an agreement outlining the terms related to demolition, repayment of associated costs, and other related matters, which is currently under review by the property owners.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Frostburg that the Mayor is authorized to execute the agreement with the property owners of 84-88 East Main Street concerning demolition, repayment, and related terms, following execution by the property owners and final approval by the City Attorney.

ADOPTED this 20th day of May, 2025.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Lydia Claar, Acting Deputy City Administrator

RESOLUTION 2025-22

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, AUTHORIZING A LETTER OF INTENT FOR THE DEVELOPMENT OF THE CENTER STREET PROJECT TO BE SIGNED.

WHEREAS, The City of Frostburg has pursued the Center Street Redevelopment Project over a period of several years, utilizing funding from Maryland Department of Housing and Community Development Strategic Demolition Funds and Allegany County Community Enhancement Program funds; and,

WHEREAS, in 2019 and 2020, the City acquired and razed eight residential rental properties with the vision of a mixed-use development featuring first floor commercial and office space, with upper story residential units designed to accommodate professionals working in the region and at Frostburg State University; and,

WHEREAS, the City has engaged with several developers over the last seven years and was recently unsuccessful in soliciting a developer through a Request for Proposal process, but has continued to engage interested developers through the process.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of Frostburg authorize the Mayor to sign a Letter of Intent with Allegany Group, granting the firm a 120- day period for due diligence and project development, with the intention to sell the property to Allegany Group within one year or less, subject to mutually agreeable terms and conditions.

ADOPTED this 20th day of May, 2025.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Lydia Claar, Acting Deputy City Administrator

May 18, 2025

p Founding Partner

The City of Frostburg Mayor and City Council

c/o Lydia Claar, Deputy City Administrator

37 Broadway

PO Box 440

Frostburg, MD 21532

Re: Letter of Intent (“LOI”) for the Development of the Approximately One (1) Acre Parcel of Land Bounded by Center Street, Alley 33, Oak Street, and American Avenue in The City of Frostburg (the “Property”).

Dear Mayor and City Council:

Allegany Group is pleased to offer this LOI for its development of a mixed commercial and residential use structure at the Property (the “Project”). This LOI outlines the principal terms, conditions, and contingencies upon which Allegany Group may acquire and develop the Property (the “Transaction”). On the basis of the understanding contained in this LOI, we expect that we will work to evaluate the Transaction and determine whether we can proceed to the negotiation and execution of a definitive agreement (“Definitive Agreement”) for the consummation of the Transaction.

The City and Allegany Group shall negotiate the terms of a Definitive Agreement in good faith. If a Definitive Agreement is not entered into within one hundred twenty (120) days of the date of this LOI, this LOI shall be null and void and of no further force and effect. Except as provided hereinafter, Allegany Group shall have the exclusive right to negotiate for the acquisition of the Property during this one hundred twenty (120) – day period.

Our proposals for the development of the Property and the terms to be included in a Definitive Agreement are:

1. **Project.** The Project shall include the construction of a multi-story building (the “Building”) on the Property that will include a mix of commercial and residential units. The first floor of the structure will consist entirely of commercial uses. Other floors shall include residential units. Residential leases shall be for terms of no less than one (1) calendar year.
2. **RFP.** Allegany Group received and reviewed the Request for Proposals dated Oct 2021 issued by the City for the development of the Project. The terms of the Definitive Agreement shall be consistent with the RFP except to the extent this LOI provides otherwise. In such instances, the terms of this LOI shall take precedence.
3. **Assignees.** The Definitive Agreement shall include a provision allowing Allegany Group to assign it to a third-party assignee acceptable to the City. The City may reject potential assignees for good cause. Good cause includes, but is

not limited to, inadequate qualifications, lack of experience, insufficient financial resources, insufficient equipment and personnel, and inadequate experience with projects similar to the Project. If Allegany Group wishes to assign the Definitive Agreement to a corporation or limited liability company controlled by the principals in Allegany Group, it may do so if the City is satisfied that Allegany Group's principals own a controlling interest in the assignee.

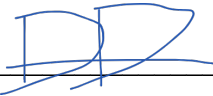
4. **Purchase Price.** The purchase price for the Property shall be One Dollar (\$1.00).
5. **Study/Due Diligence Period.** Allegany Group may perform such due diligence as it reasonably deems necessary to proceed with the Transaction during the 120-day period following the effective date of the Definitive Agreement (the "Due Diligence Period"). If at any time during the Due Diligence Period Allegany Group no longer wishes to proceed with the Project, it shall promptly provide written notice to the City, and the Definitive Agreement shall be void except with respect to those provisions that survive its termination and/or expiration, it being understood that some of the terms of the Definitive Agreement shall survive the closing of the Transaction (the "Closing"). Allegany Group shall provide the City with copies of all reports and studies prepared by third parties in connection with Allegany Group's due diligence, without regard to whether they were prepared during the Due Diligence Period. The obligation to produce reports and studies shall survive the expiration or termination of this LOI and/or the Definitive Agreement.
6. **Contingencies.** The Definitive Agreement shall provide that Closing is contingent upon the following.
 - (a) Allegany Group's acquisition of financing in an amount that is sufficient to enable it to complete the Project;
 - (b) Allegany Group's procurement of adequate parking; and
 - (c) Such other contingencies as Allegany Group's lender or the parties may require.
7. **Governmental Approvals.** The Developer shall be responsible for acquiring all governmental approvals required by the City Code and other applicable law for the construction and operation of the Project, including, but not limited to, the issuance of a building permit, occupancy permits, zoning approval and City of Frostburg Planning Commission approval.
9. **Closing.** Closing shall take place no later than sixty (60) days after the expiration of the Due Diligence Period.

10. **Commissions.** In the event any realtor's or real estate brokers' commissions or other sums are payable to third parties in connection with the acquisition of the Property, they shall be paid by the party that hired the realtor/real estate broker.
11. **Timeline.** The Definitive Agreement shall include benchmarks for the performance of the work to be performed by Allegany Group. It will provide that the deed effecting the conveyance of the Property to Allegany Group will include benchmarks with rights of reverter providing that the title to the Property will revert to the City if the benchmarks are not met. It is understood that Allegany Group will be obtaining financing to complete the Project and that the lender will require certain accommodations to ensure that its interests are protected. The Definitive Agreement will include a provision requiring the City to give the lender notice of any defaults and the opportunity to cure them before exercising its right of reverter.
12. **Notice of Abandonment.** In the event Allegany Group decides not to proceed with the Project, it shall provide immediate written notification of that decision to the City. Upon the issuance of the written notification, this LOI and the Definitive Agreement, if it has been executed, shall be null and void and of no further force and effect except for the terms of the Definitive Agreement that survive Closing. Upon the provision of such notice, the City shall be entitled to deal with the Property as though this LOI and the Definitive Agreement, if applicable, had never been executed.
13. **Maryland Law Applies.** This LOI shall be governed and construed according to the laws of the State of Maryland without regard to principles of conflict of laws. It shall be enforceable exclusively by means of an action commenced and maintained in the Circuit Court for Allegany County, Maryland or the District Court of Maryland for Allegany County, and both parties waive the right to claim that such a proceeding is commenced in an inconvenient forum or one that lacks proper venue.
14. **Signing by Electronic Means.** Each of the parties hereto expressly authorizes and agrees to sign electronically transmitted copies or counterparts of this LOI. Once said electronically transmitted signed copies or counterparts are executed by each of the parties hereto, they shall have the same binding effect as would a signed original LOI. Copies and counterparts transmitted by facsimile transmission are not acceptable.

Please note your agreement to the terms set forth herein by executing this LOI where indicated hereafter.

Very truly yours.

ALLEGANY GROUP

By: _____

David den Daas, Founding Partner

On the behalf of the founding partners

Date: 05/18/2025

THE CITY OF FROSTBURG

By:_____

Todd Logsdon, Mayor

Date

RESOLUTION 2025-23

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, ESTABLISHING A MINIMUM SERVICE REQUIREMENT TO QUALIFY FOR RETIREE HEALTH INSURANCE BENEFITS.

WHEREAS, the City Personnel Policy currently allows full-time employees who retire directly from City service to qualify for health insurance benefits through the City beginning at age 60, provided they are not yet eligible for Medicare; and,

WHEREAS, the City desires to establish a minimum of ten (10) years of continuous full-time service for employees to qualify for these retiree health insurance benefits; and,

WHEREAS, establishing this minimum years of service requirement will clarify eligibility, support effective budgeting, and ensure the responsible use of City resources in anticipation of upcoming open enrollment.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of Frostburg hereby establish a minimum of ten (10) years of continuous full-time service as the requirement for employees to qualify for retiree health insurance benefits through the City upon retirement at age 60 or older; and

BE IT FURTHER RESOLVED, that this requirement will be incorporated into future updates to the City Personnel Policy and may be amended as necessary.

ADOPTED this 20th day of May 2025.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Lydia Claar, Acting Deputy City Administrator

May 9, 2025
10200 Grand Central Avenue
Suite 250
Owings Mills, MD 21117

Section 10, Item J.



Certified Public
Accountants &
Business Advisors

Cost Proposal to Provide Professional Auditing Services

City of Frostburg

Submitted by SB & Company, LLC



Chris Lehman
Engagement Partner
Email: clehman@sbandcompany.com
Phone: 410-584-2201

Cost Proposal

May 9, 2025
Ms. Lydia Claar
Acting Deputy City Administrator
City of Frostburg
Frostburg Municipal Center
37 S Broadway, PO Box 440
Frostburg, Maryland 21532

RE: Request for Proposals for Professional Auditing Services – Cost Proposal

Dear Ms. Claar,

SB & Company, LLC ("SBC") is pleased to present our cost proposal to provide financial auditing services to the City of Frostburg ("the City"). We propose to perform the financial statement audit and Single Audit for the fiscal year ending June 30, 2025.

SBC will perform the audit in accordance with generally accepted auditing standards, the Governmental Accounting Standards Board ("GASB"), the Financial Accounting Standards Board ("FASB"), the provisions of the Federal Single Audit Act of 1996, the U.S. General Accounting Offices ("GAO"), "Governmental Auditing Standards" (1994) and the Office of Management and Budget ("OMB") Circular A-133, "Audits of State, Local Governments and Non-Profit Organizations. Additionally, SBC shall prepare the Uniform Financial Report for submission to the State Department of Fiscal Services and express an opinion as to whether the City is in compliance with the Uniform System of Accounts as required by the State of Maryland.

SBC confirms that we have the resources and staffing availability to perform the audit timely, on-site, and with minimal procedures performed after the close of field work. SBC commits to performing the work within your desired. The authorized and binding representative for this engagement is Chris Lehman. Chris Lehman is authorized to bind the selected bidder to all statements, including services and prices contained in the bid. Should you have any questions, please feel free to contact me or Bill Seymour, advisory partner, at any time.

Christopher Lehman, CPA
Engagement Partner
410.584.2201 Direct
301.785.7408 Mobile
clehman@sbandcompany.com

Mr. Bill Seymour, CPA, CMGA
Advisory Partner
410.584.1404 Direct
443.220.4401 Mobile
wseymour@sbandcompany.com

Sincerely,
SB & Company, LLC



By: Christopher Lehman

Fees

See the following cost forms that highlight SBC’s cost proposal to the City.

Hourly Rate

See SBC’s hourly rates below that we would bill the Authorities for services outside of the scope of work if requested. These rates may be discounted based on the nature and timing of additional services.

Personnel	Hourly Rate
Partner	\$300
Manager	200
Supervisor	175
Staff	145

Fee Philosophy

Our practice in billing clients is to live by the fee commitment we make to a client, even if our estimate of the time to complete the engagement is incorrect. If we incur additional time for additional services that are not part of the original scope of services, we will discuss the services with you in advance along with our estimate of the fees to be incurred. We will not bill for normal issues that may come up in an audit, adoption of new standards, or year-round meetings and consultation. This practice ensures there are no surprise bills.

All of SBC’s personnel are client serving. There are no national office charges that are layered on top of the revenue needed to support the local office. Members of national offices are typically the most expensive personnel and do not interact with clients. This means that this cost is allocated to the local offices to pass on to their respective clients. Additionally, national offices have other charges (litigation, insurance, etc.) that are borne out of non-public sector practices (i.e., SEC practice) that are allocated across the entire firm. As a result, it is not uncommon to have a national office incur from 30% up to 50% of the fees charged to a local client. Clients can pay up to twice as much for items that do not directly benefit them when working with national offices. By having 100% client service offices and partners, SBC reduces the need to have this overhead charge and can pass the savings along to you.

APPENDIX A

PROFESSIONAL AUDITING SERVICES - COST PROPOSAL FORM

Firm Name: SB & Company, LLC

	FY25	FY26	FY27
City Audit and Related Reports	\$ 36,850	\$ 37,955	\$ 39,093
Single Audit and Related Reports (with one major program)	5,000	5,150	5,304
Single Audit – each additional program	1,500	1,545	1,591
Examination Engagement (if a Single Audit is not required)	2,000	2,060	2,121
Other (specify):			
Total All-inclusive Maximum Price	\$ 45,350	\$ 46,710	\$ 48,109

Firm Contact Name: Christopher LehmanAuthorizing Official Title/Position: MemberFirm Address: 10200 Grand Central Avenue; Suite 250Owings Mills, Maryland 21117Firm Contact Email: clehman@sbandcompany.comFirm Contact Phone: 410-584-2201

APPENDIX B**PROFESSIONAL AUDITING SERVICES - SCHEDULE OF PROFESSIONAL FEES**Firm Name: SB & Company, LLC

FY25 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	25	\$ 300	\$ 250	\$ 6,250
Managers	50	200	170	8,550
Supervisory Staff	120	175	150	18,000
Staff	120	145	105	12,600
Other (specify):				
				\$ 45,350

RESOLUTION 2025-24

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A CONTRACT FOR PROFESSIONAL AUDITING SERVICES.

WHEREAS, the City of Frostburg is required to conduct an annual financial audit in accordance with generally accepted auditing standards and applicable federal and state regulations; and,

WHEREAS, the City issued a Request for Proposals (RFP) to solicit qualified firms to provide professional auditing services for a three-year period beginning with the fiscal year ending June 30, 2025; and,

WHEREAS, the City received one proposal in response to the RFP, submitted by SB & Company, LLC; and,

WHEREAS, although SB & Company, LLC has not previously performed audit work for the City of Frostburg, the City has reviewed the firm's technical and cost proposals and determined them to be responsive, responsible, and well-qualified based on their relevant experience providing auditing services to other municipalities and public entities in Maryland; and,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of Frostburg hereby approves entering into a three-year contract with SB & Company, LLC to provide professional auditing services as needed, for the amounts and rates outlined in the cost proposal, and further authorizes the City Administrator to execute all necessary contract documents.

ADOPTED this 20th day of May 2025.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Lydia Claar, Acting Deputy City Administrator